

timeTec

www.timeteccloud.com

Software Guide

TIMETEC LEAVE

Version 1

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TIMETEC CLOUD SDN BHD

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PREFACE

Experience Smart Cloud Attendance Management

Welcome to TimeTec Leave

TimeTec Leave is a comprehensive, cloud-based leave management solution designed to simplify and automate the entire leave application process for organizations of any size. It allows administrators to centralize, configure, and monitor employee leave data with ease, ensuring accuracy and compliance with company policies.

With TimeTec Leave, employees can apply for leave through various platforms, and all requests are consolidated into a single system in real time. This allows for seamless approval workflows. Administrators can define custom leave types, set up annual allowances, and configure policies for different departments or groups.

Whether your organization has fixed holiday schedules or complex leave rules, TimeTec Leave provides the tools to manage requests, track balances, and generate accurate reports for analysis or payroll. By automating the leave process, TimeTec Leave helps reduce administrative work and improves workforce transparency and efficiency.

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Key Features of TimeTec Leave

Effortless Leave Application

Employees can easily apply for leave using the web portal or mobile app. All applications and approvals are managed in one system, making the process simple and transparent.

Real-Time Leave Management

Access and monitor real-time leave balances and upcoming leave from anywhere. Administrators can centrally track all leave requests, ensuring an up-to-date view of the workforce.

Flexible Leave Policies

Easily configure different types of leave, such as annual, sick, or maternity. Set up custom rules, including leave allowances, carry-forward policies, and eligibility criteria for different departments or employee groups.

Intelligent Approval Workflow

Automate the leave approval process with customizable workflows. Set up multi-level approval paths to ensure all requests are reviewed and managed efficiently.

Robust Reporting & Payroll Integration

Generate detailed leave reports, including leave summaries, balances, and trends. Reports can be exported to Excel, PDF, or CSV for analysis or seamless integration with your payroll system.

Access on the Go

Employees can apply for leave, check their leave balance, and view their leave history on the go via the mobile app. Managers can approve or reject requests instantly, from anywhere.

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CHAPTER 1

Getting Started

This chapter outlines the initial steps for accessing TimeTec Leave and presents an overview of the Dashboard interface.

Login to TimeTec Leave

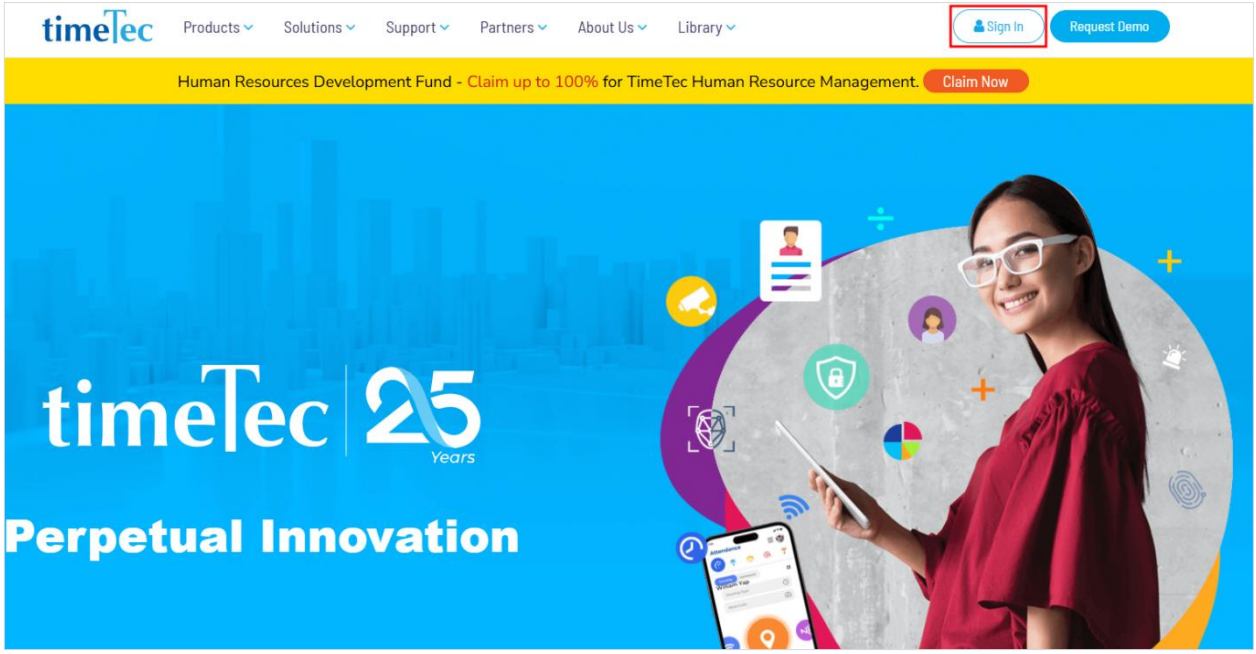
As a **cloud-based platform**, TimeTec Leave requires no installation and is accessible via all major web browsers such **as Google Chrome, Mozilla Firefox, and Microsoft Edge**.

Steps to log in:

1. Open your preferred browser and go to www.timeteccloud.com.

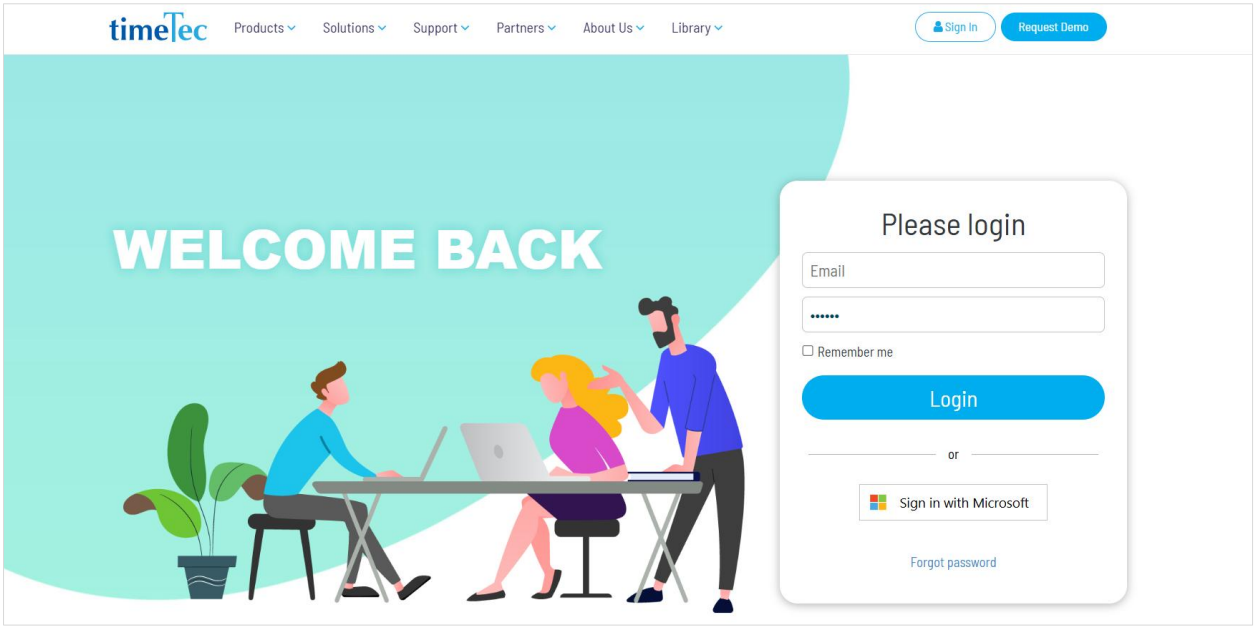


2. Click on the **Sign In** button at the top right corner.

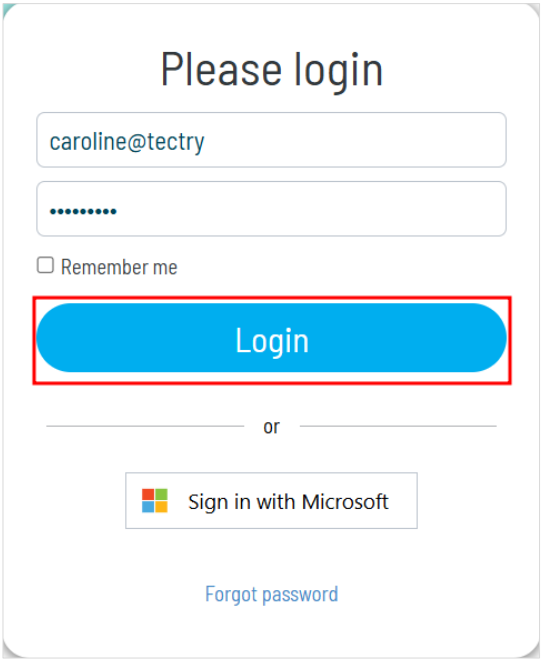


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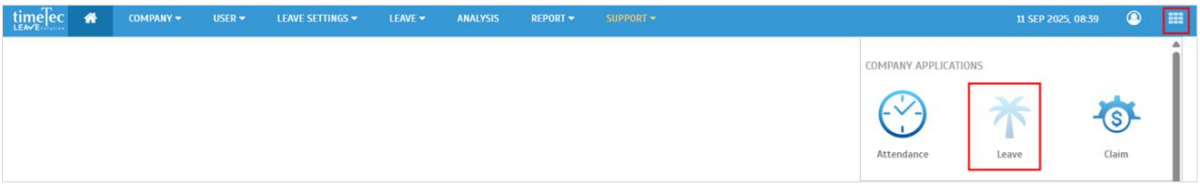
3. Enter your registered **email address** and **password**.



4. Click **Login** to access your TimeTec Leave account.



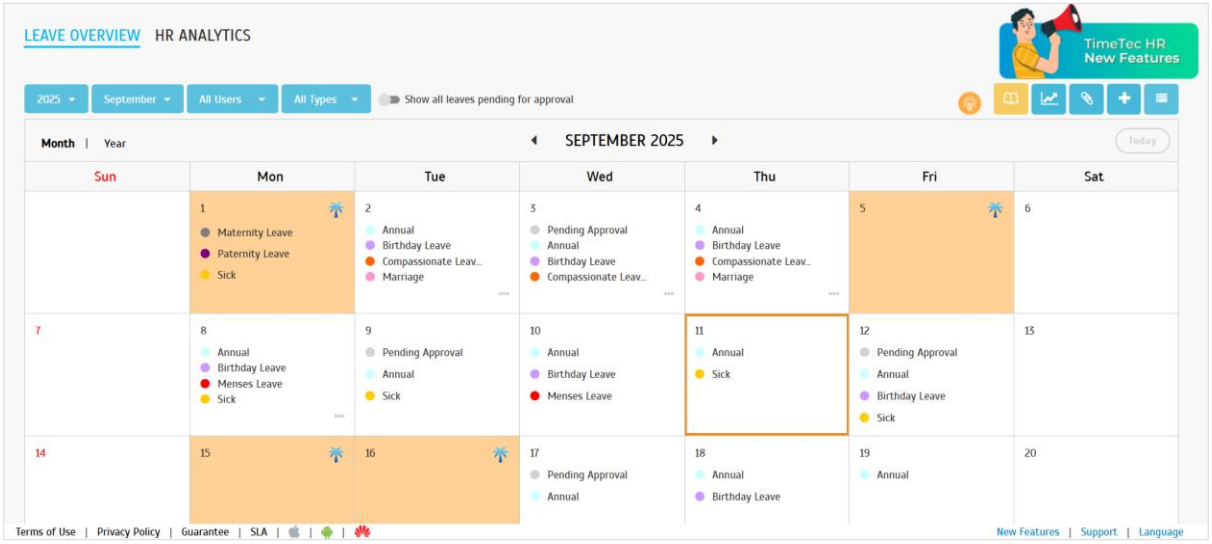
5. Once logged in, switch to Leave module if you are currently viewing the other modules.



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Leave Overview

Once logged in, you will be directed to the **Leave Overview**, which serves as the homepage.



The **Leave Overview** is your home dashboard: a calendar that highlights days where staff have taken leave. Each date shows the **leave types** recorded for that day.

- **Click a date** to open a pop-up with details: **who** is on leave, **what type** of leave, and **when** (dates/duration).
- Use this view to spot overlaps and plan team coverage at a glance.

Drill-down details

From the pop-up, you can quickly review entries for that date to understand team availability. If there are multiple staff on leave the same day, they'll be listed in one place for easy comparison.

Attachments (Admin)

On the homepage, admins can **view attachments** (e.g., supporting documents) by clicking the **Attachment** button.

- **Open Attachments** → choose a **date filter** to narrow results.
- **Preview or download** the file directly from the list for verification and record keeping.

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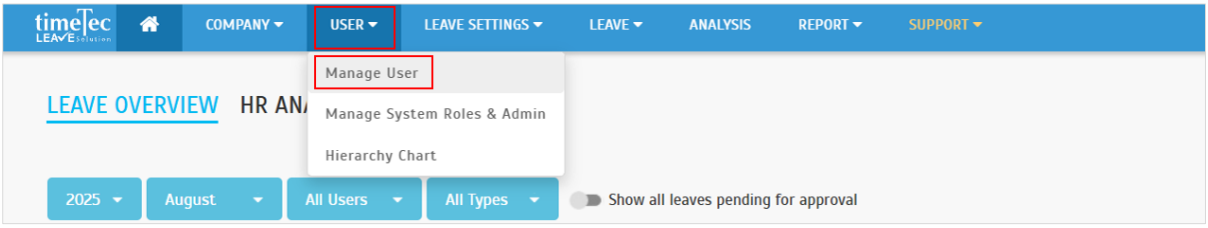
CHAPTER 2

Manage Users

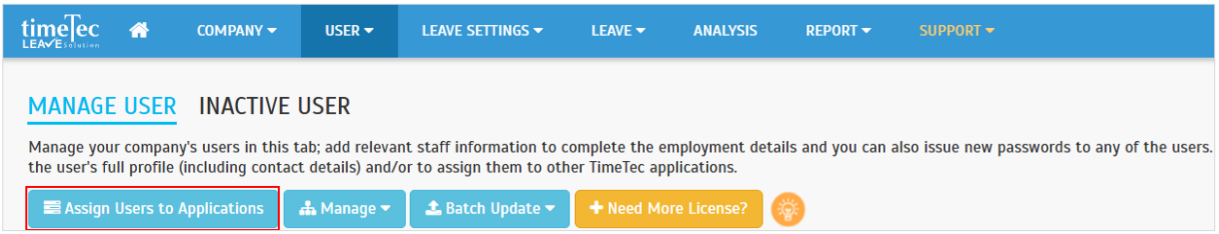
The Manage Users feature allows you to handle employee records in the system. From this section, you can add or import users, deactivate or reactivate users when necessary, assign user to modules and reset mobile IDs for mobile access.

Assign User to Leave Module

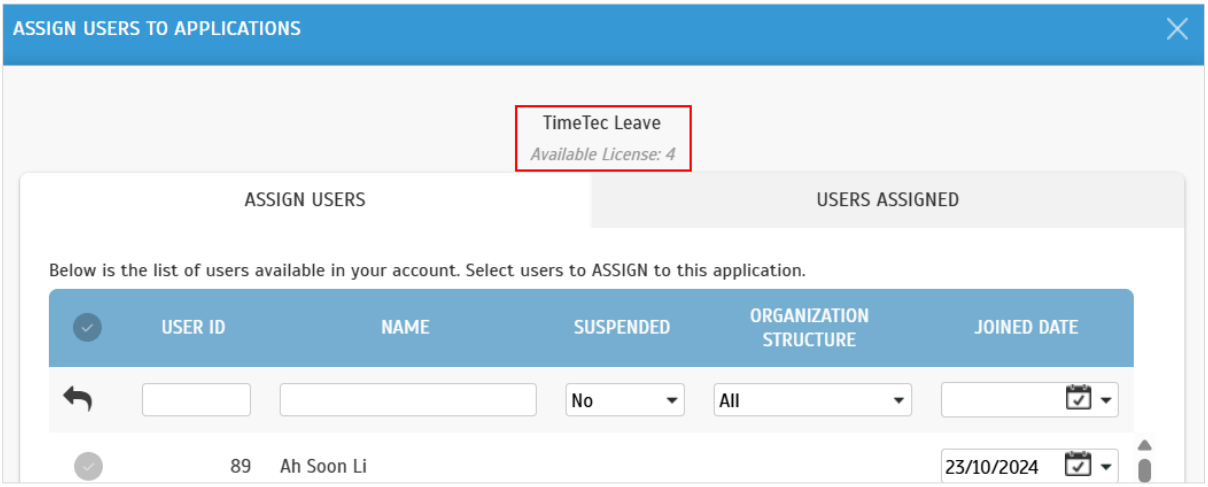
1. Go to **User > Manage User**.



2. Locate the **Assign Users to Applications** button **> Add User**.

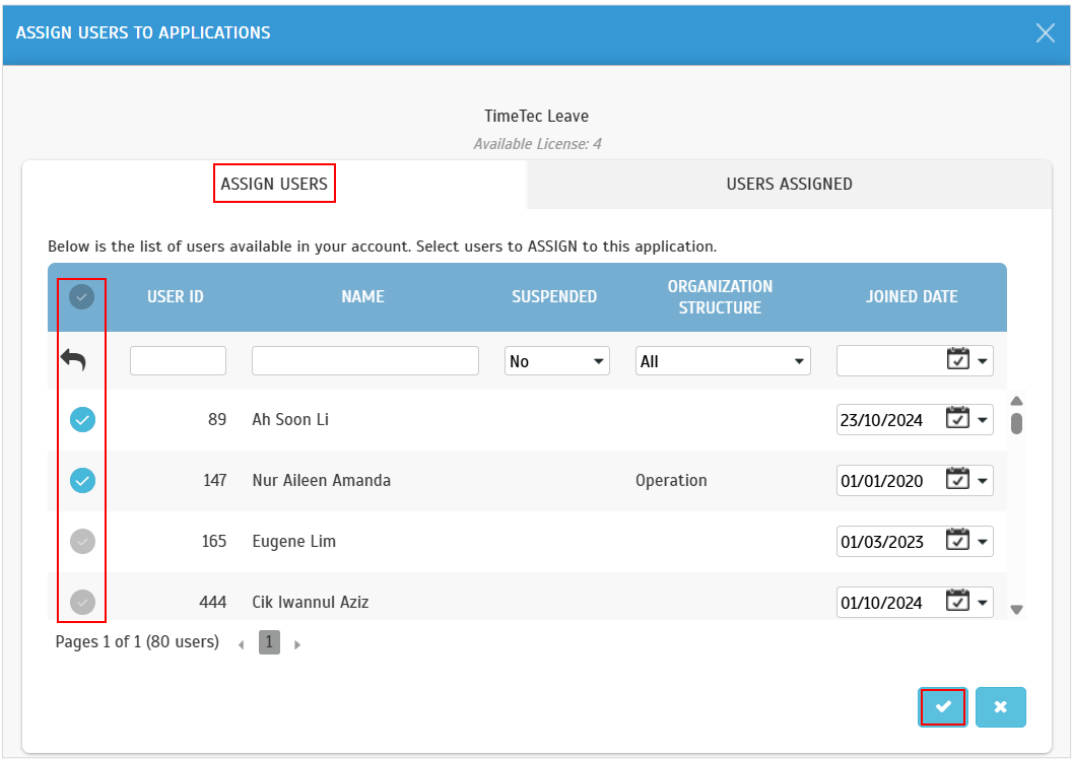


3. Your available licenses determine the maximum number of employees that can be assigned to the leave module.

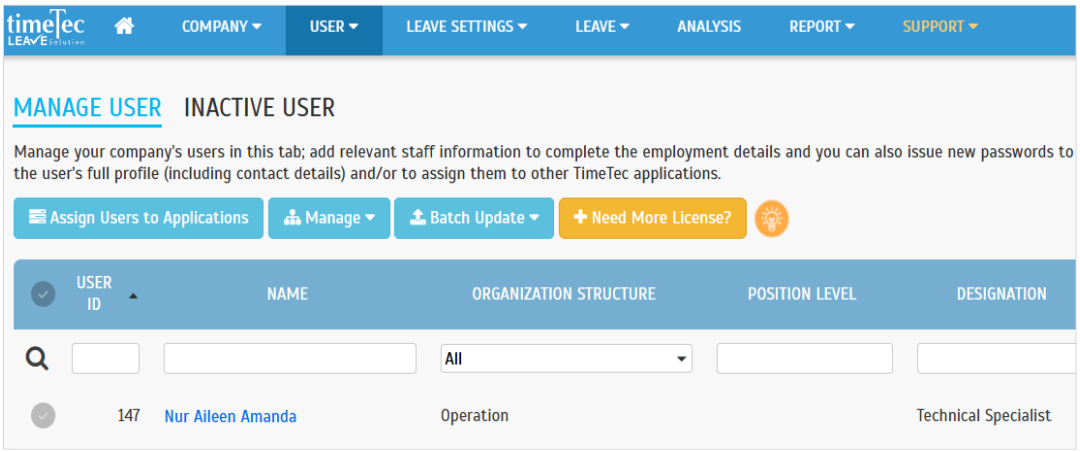


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4. To proceed with the assignment, locate the "Assign User" box, select the desired employees by ticking the corresponding boxes, and then click the tick button (✓) to save your changes.



5. You will now see the employee's profile in the **TimeTec Leave** module.



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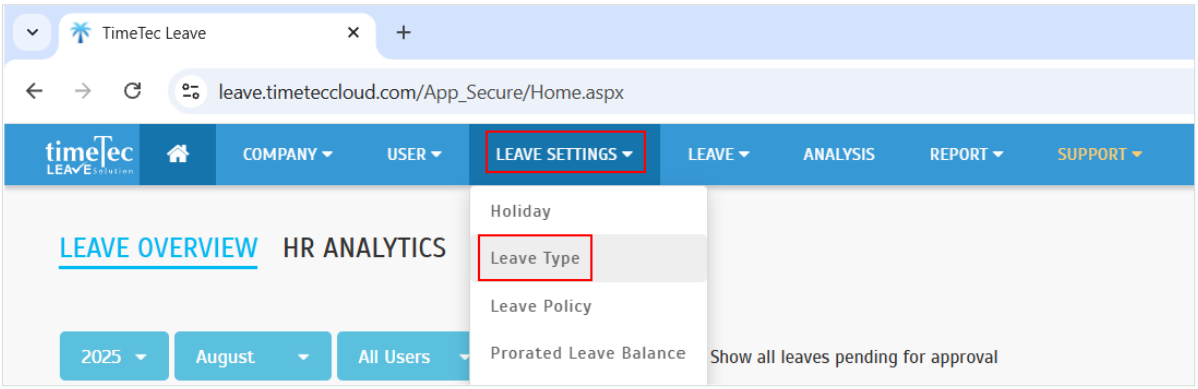
CHAPTER 6

Leave Type

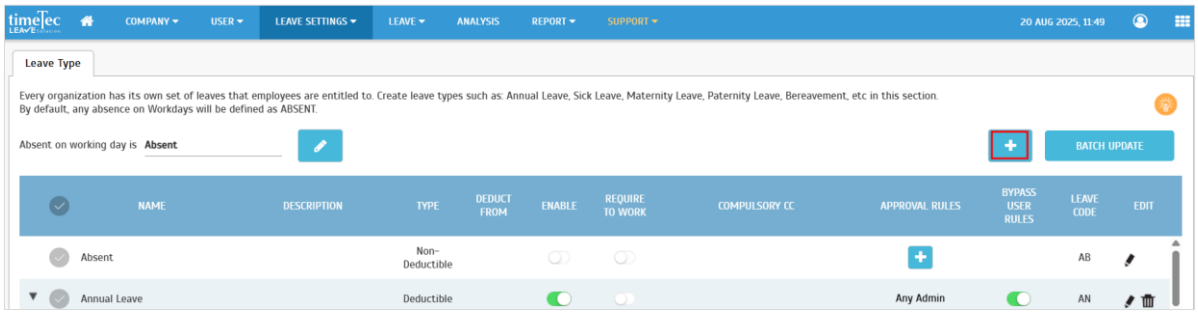
This chapter guides you through setting up a user's leave type that they are entitled to and explain the functionality of these features.

Leave Type

1. From the **TimeTec Leave Dashboard**, click the **Leave Settings** tab, and then select **Leave Type**.

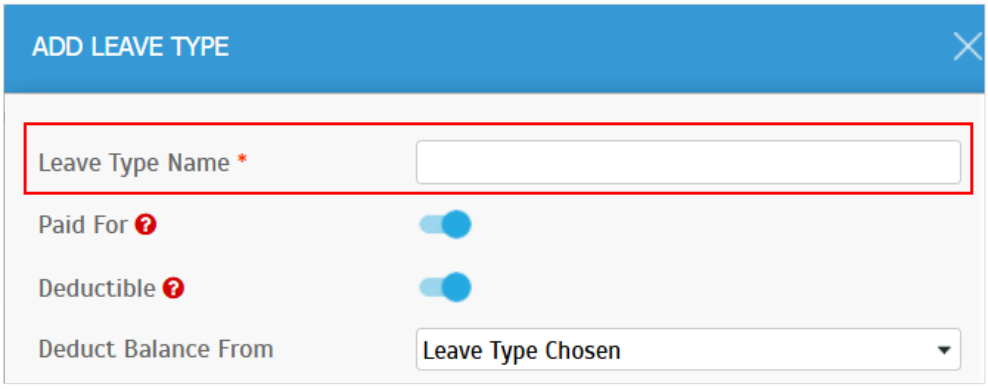


2. Click on **Add (+)** button to add a new leave type.

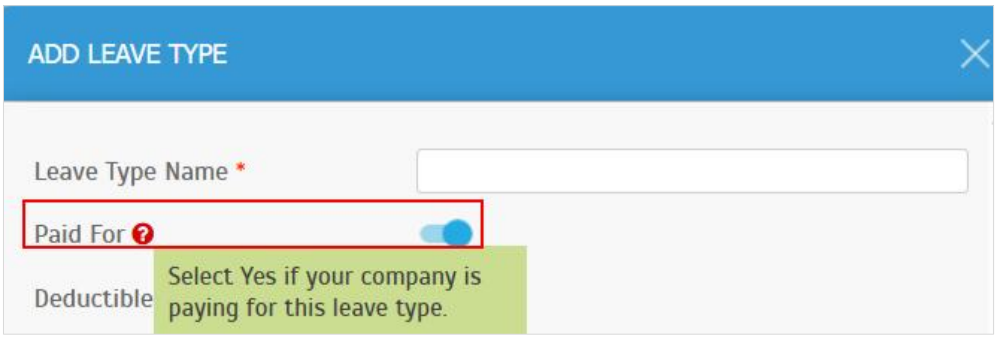


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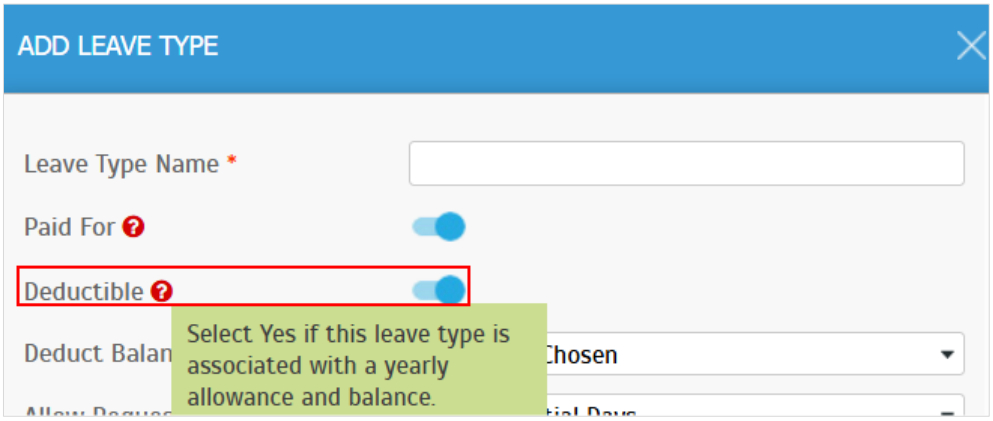
3. After you add a new leave type, you can enter its name in the **'Leave Type Name'** field.



4. Use the **'Paid For'** option to set whether this leave type is paid or unpaid.

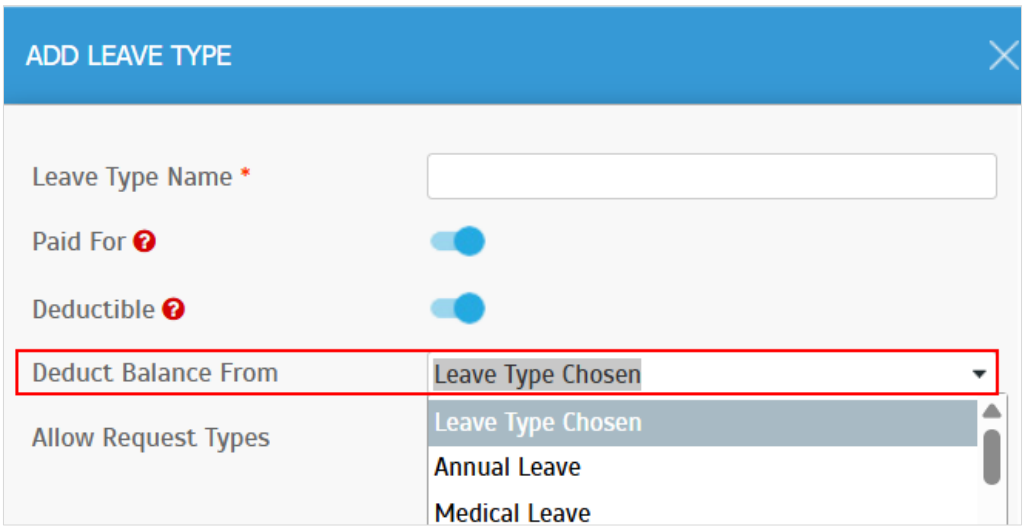


5. The **'Deductible'** option lets you set an annual allowance or balance for this leave type.



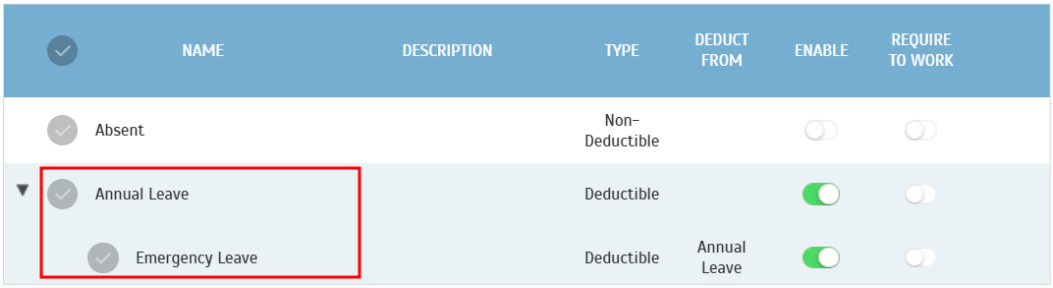
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6. If **'Deductible'** is enabled, **'Deduct Balance From'** determines which leave type's balance will be reduced when this leave is taken.
   If the leave type is separate and does not deduct from another leave balance, you can leave this field blank.



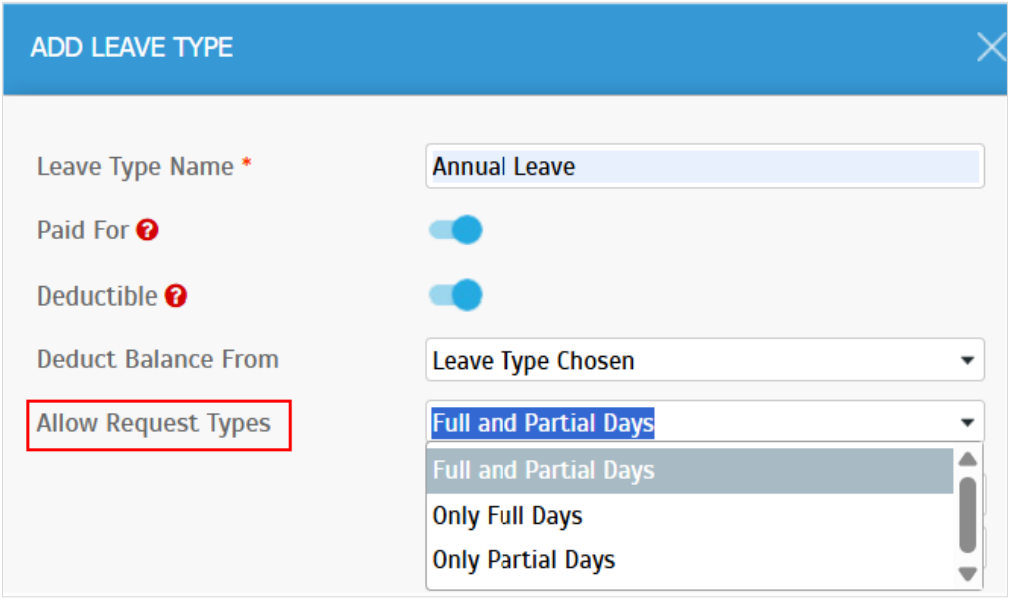
For example: If you create an Emergency Leave that should be deducted from Annual Leave balance, you would select **'Annual Leave'** from the **'Deduct Balance From'** list.

When this is done, the two leave types will be linked. You'll then see the Emergency Leave listed under the Annual Leave on the leave type page.

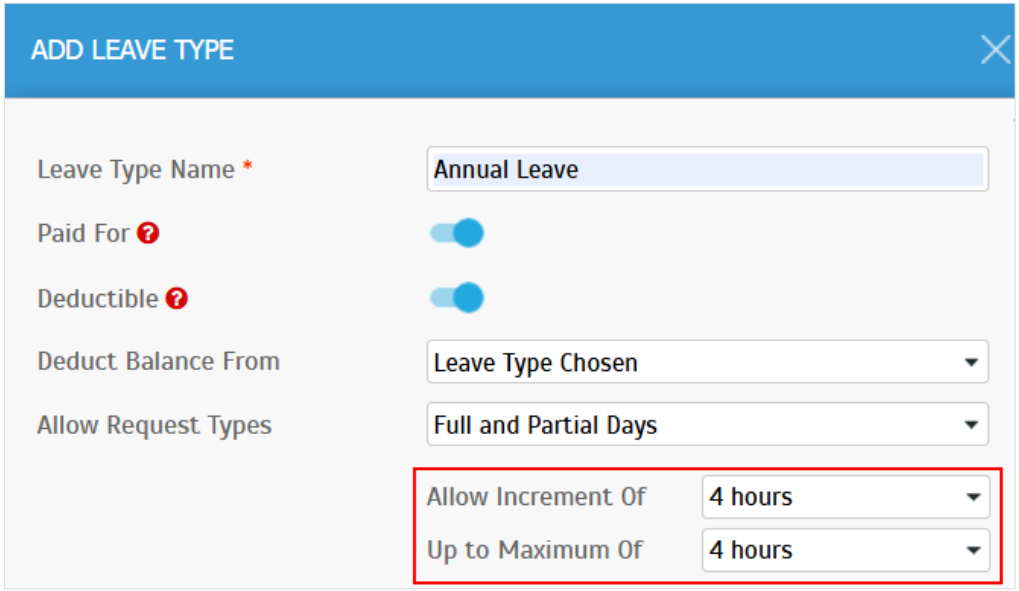


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7. Under **'Allow Request Types'**, choose the types of leave requests allowed for this leave type. You have three options:
   - **Full and Partial Days**
   - **Only Full Days**
   - **Only Partial Days**

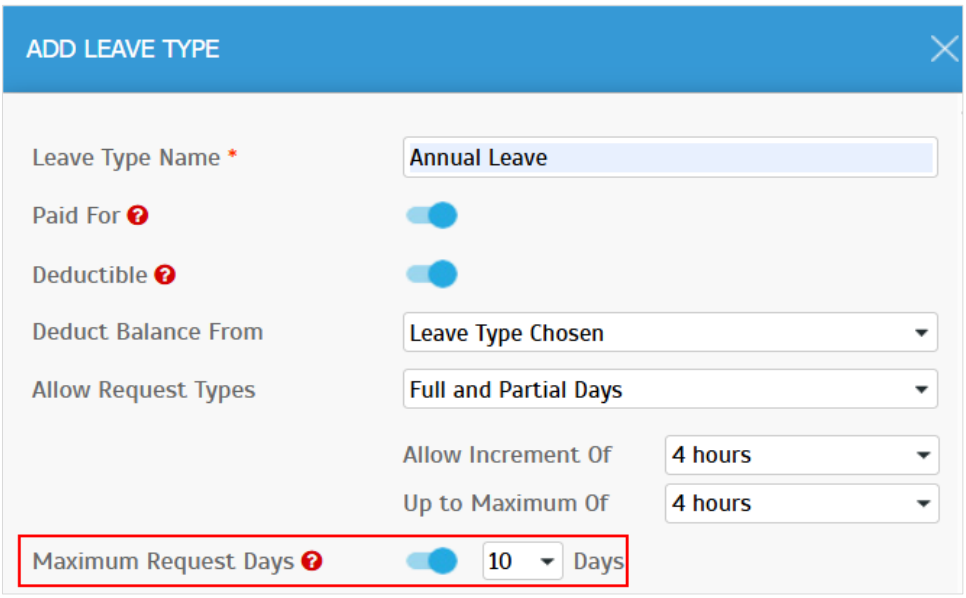


8. For **Partial Days** applications, you can set the number of hours an employee can apply for, along with the maximum limit. For example, if an employee works 8 hours a day, you can set the limit to 4 hours for a half-day request as highlighted below.



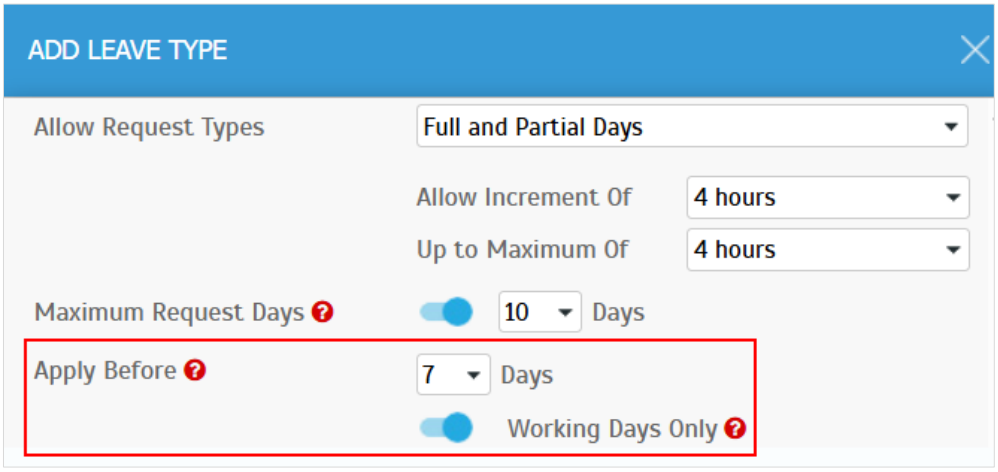
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9. To set the maximum number of days an employee can request for this leave type, enable the **'Maximum Requestable Days'** option. From the dropdown menu, select a number up to a maximum of 100 days. For example, if you set the maximum to 10 days, employees can only submit leave applications for up to 10 days at a time.



10. To set how far in advance an employee must apply for leave, choose the number of days from the **'Apply Before'** dropdown list.
For example, if you choose 7 days, employees must submit their leave application at least 3 days before the start date of their leave.

💡 Notes: The notice period includes all days (working and non-working) unless you enable the 'Working days only' toggle.

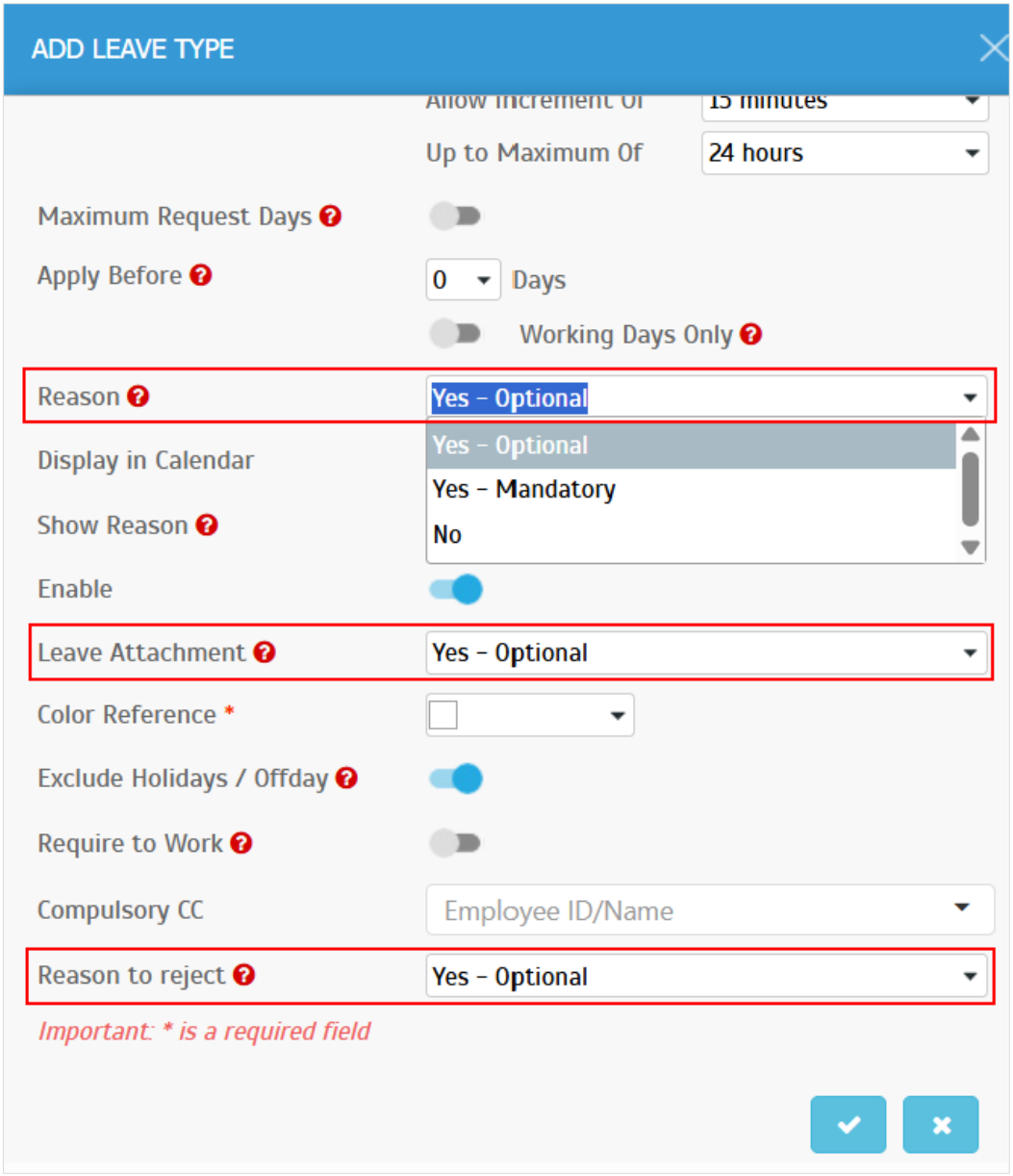


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11. '**Reason**', '**Leave Attachment**' and '**Reason of Rejection'** will have the following options:

- **Yes – Optional:** The field is available but not required. Users can choose to add a reason or an attachment.
- **Yes – Mandatory:** The field is required. Users must provide a reason or an attachment to submit the form.
- **No:** The field is not required and will not appear in the form.

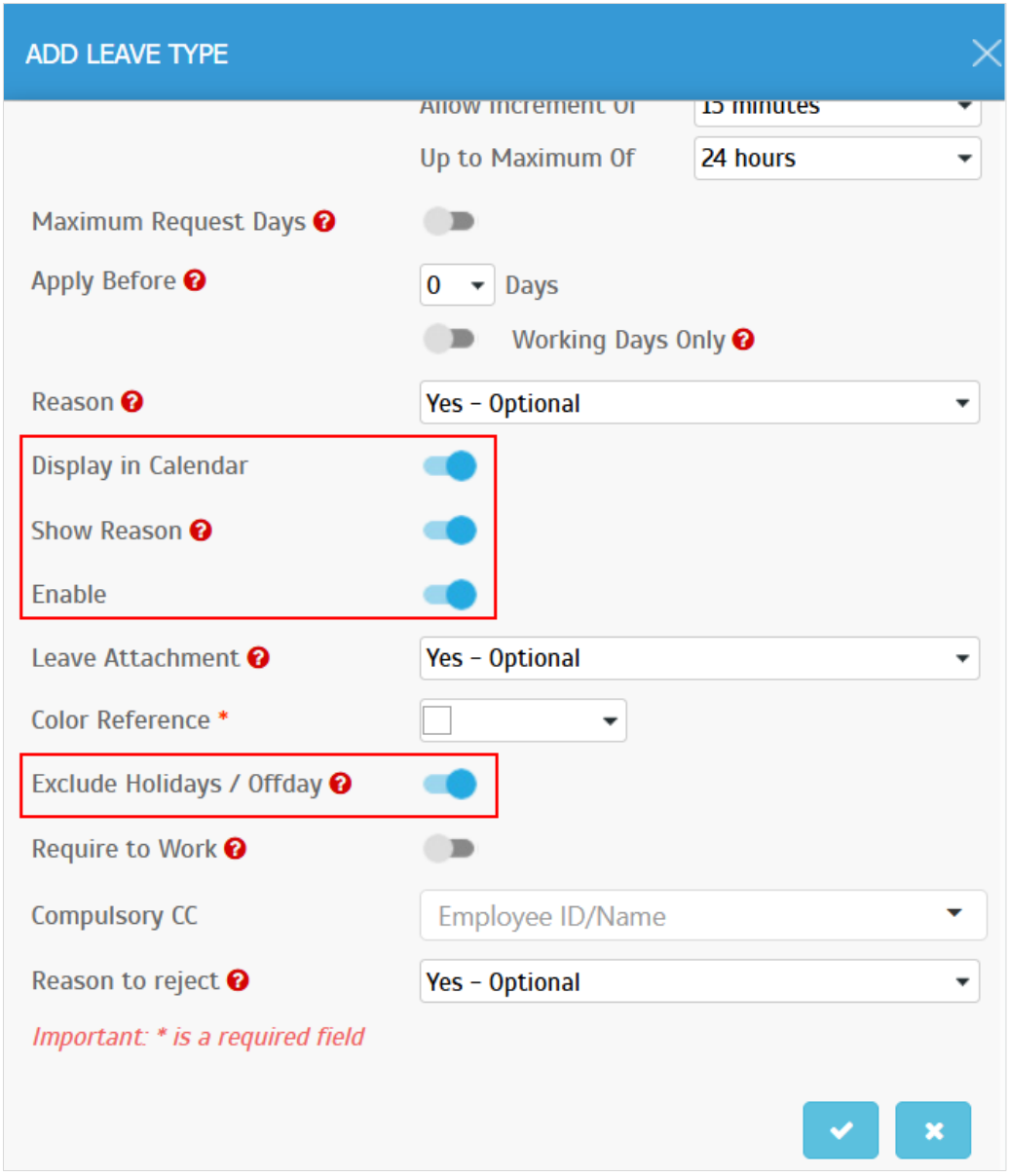
These settings let you control whether users are required to provide a reason or an attachment when applying for or rejecting a leave.



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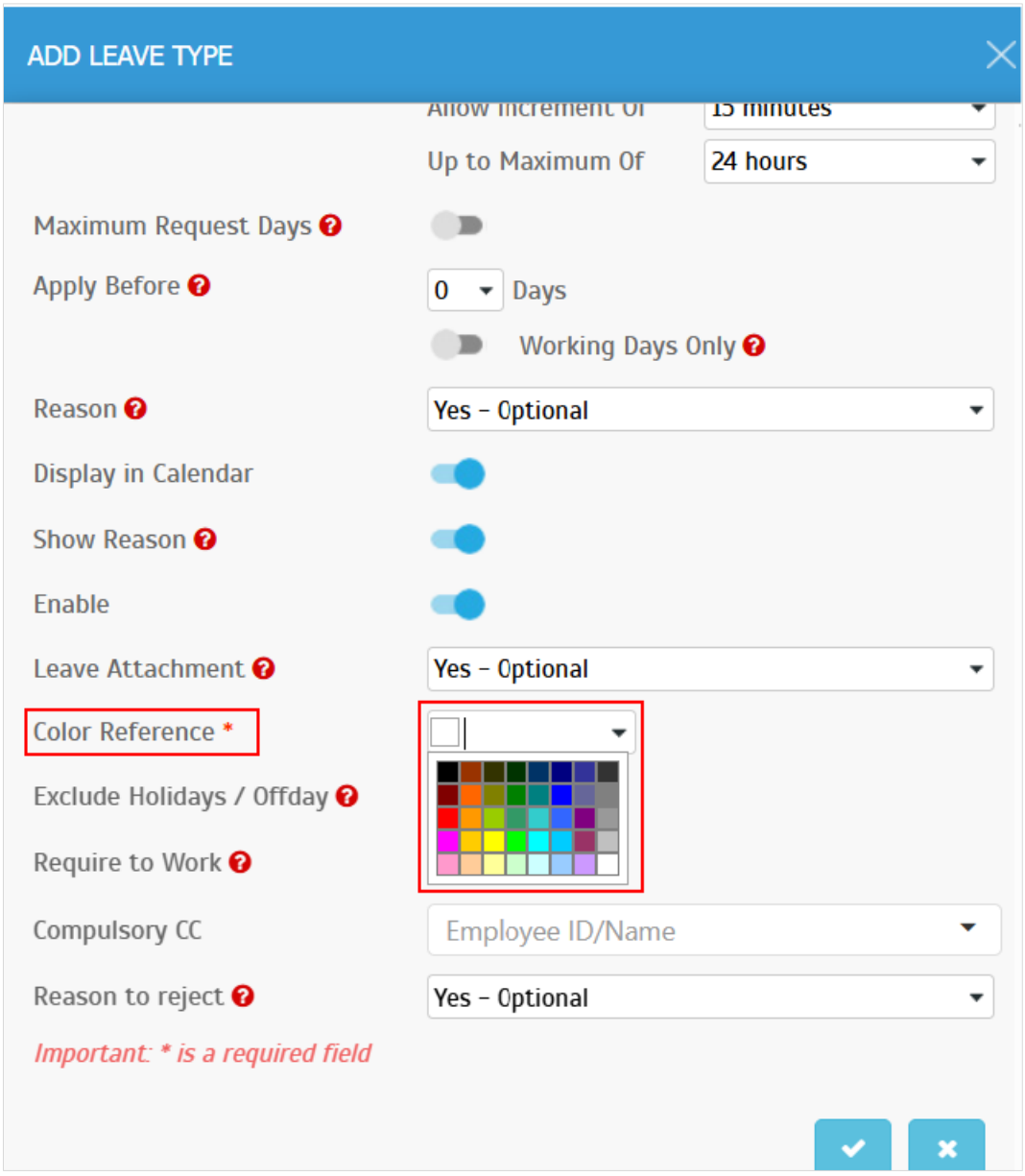
12. Below are a few options you can turn on or off when creating a new leave type:

- **Display in Calendar:** When enabled, this leave type will be visible in the Leave Overview calendar.
- **Show Reason:** This option lets you choose whether to display the reason for the leave in the leave application.
- **Enable:** Enable this option to make the leave type available for employees to choose when applying for leave. If it's disabled, employees cannot select this leave type.
- **Exclude Holidays/Rest Days:** When this is on, holidays and rest days will not be counted as leave days in an application.



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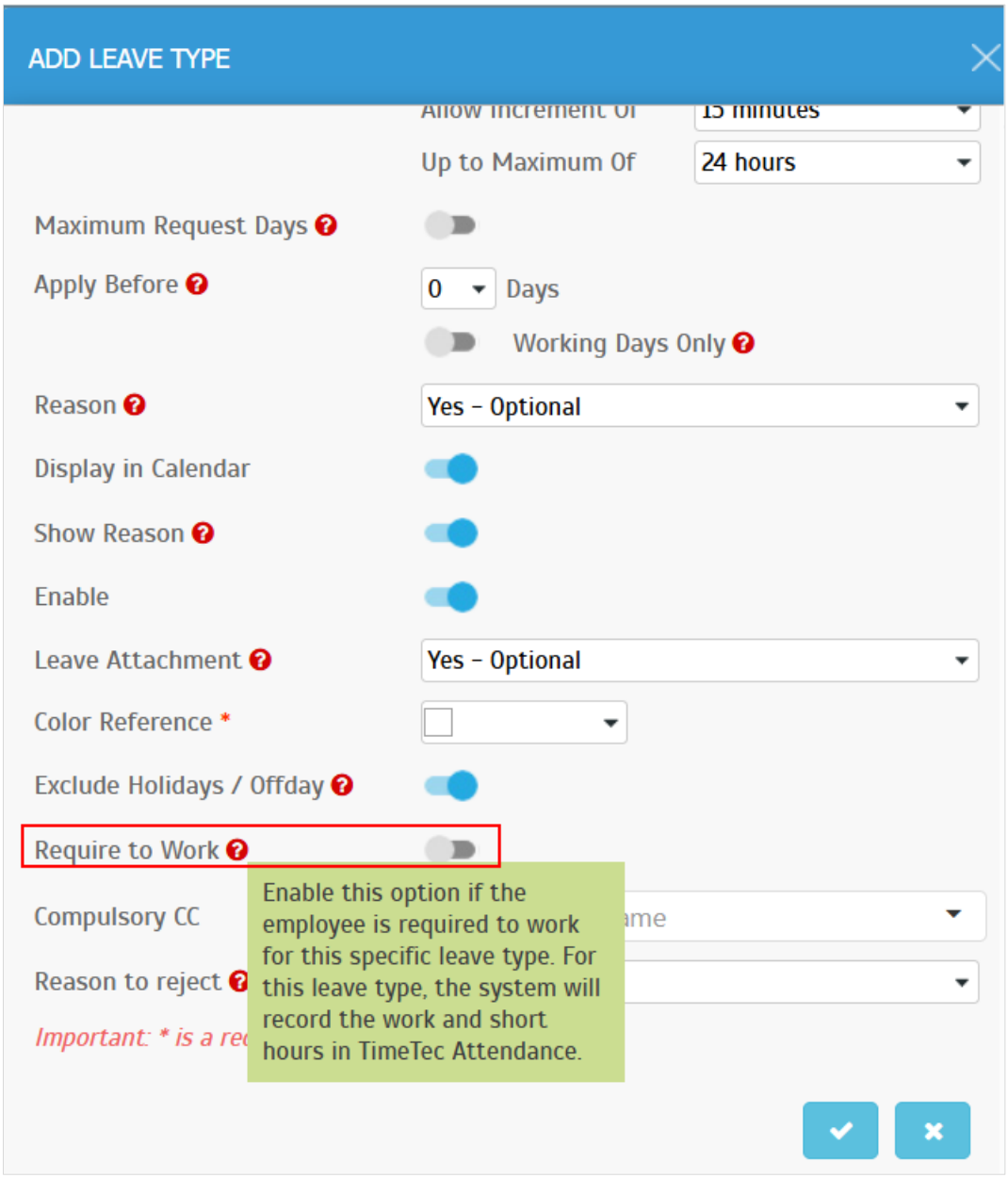
13. **Colour Reference:** You can assign a specific colour to this leave type. This colour will be shown in the leave overview and user balance, making it easier to tell the different leave types apart.



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14. **Require to work:** This option lets you determine if employees need to **attend work** on a leave day.

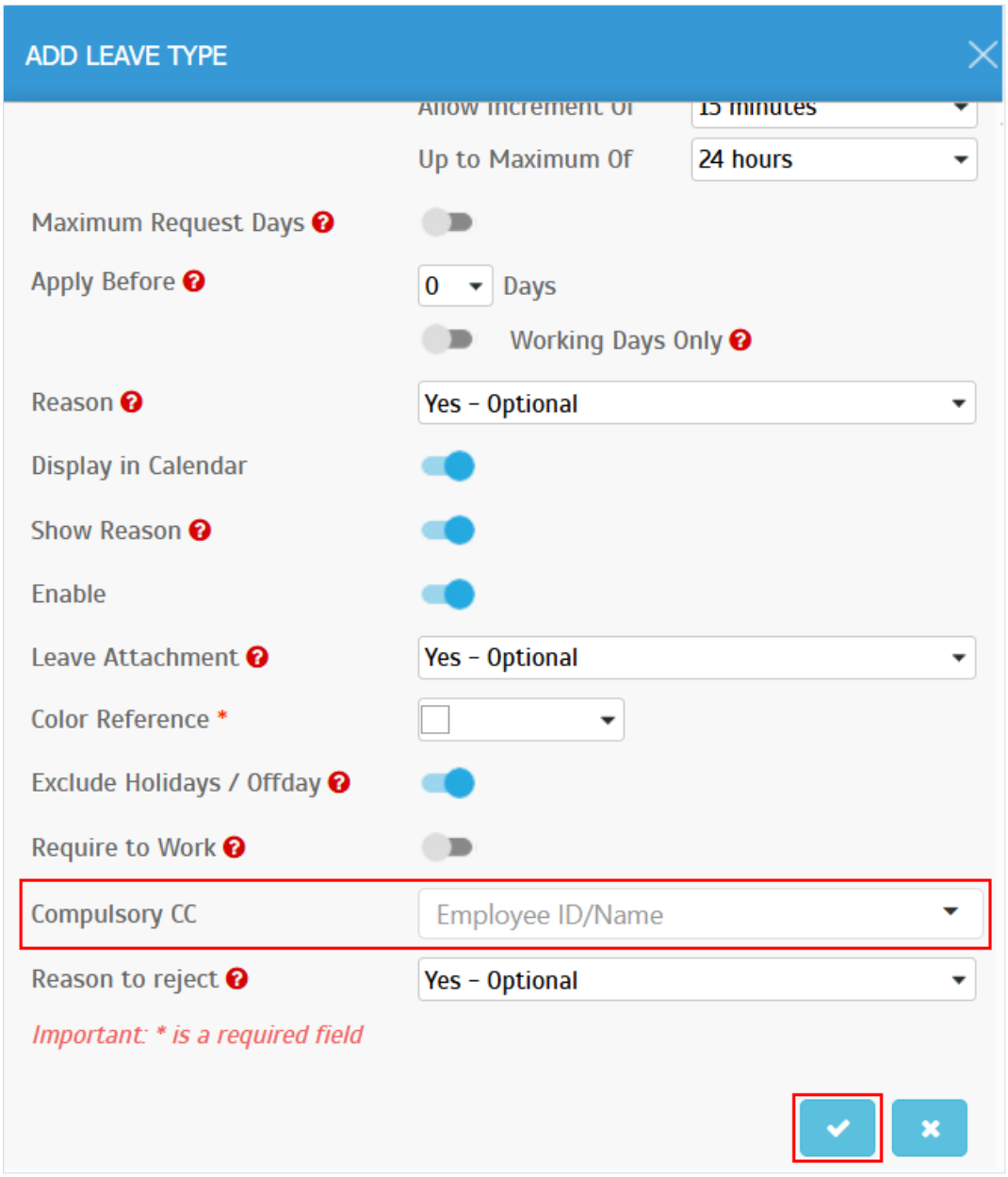
    If this is enabled, the system will automatically track any short working hours. This feature is often used for **Work from Home** leave types, where employees are expected to clock in and out to show that they have completed their work hours, even while on leave.



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15. **Compulsory CC:** This option lets you choose a specific user to be notified whenever an employee applies for this type of leave.

When you're finished, click the **tick button** at the bottom to save the new leave type.



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CHAPTER 7

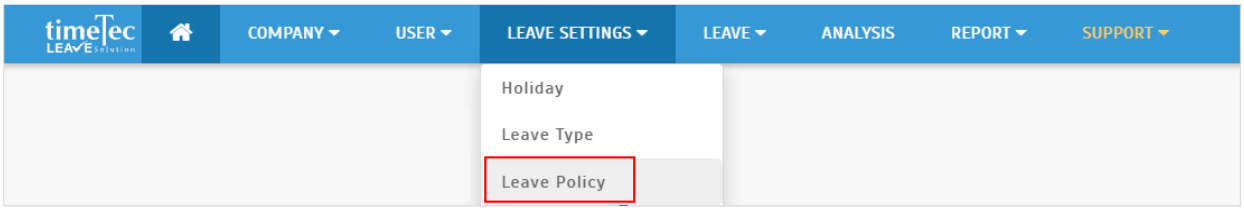
Leave Policy

A leave policy is a template that groups together different leave types and their settings. You can create multiple policies and assign them to different employees.

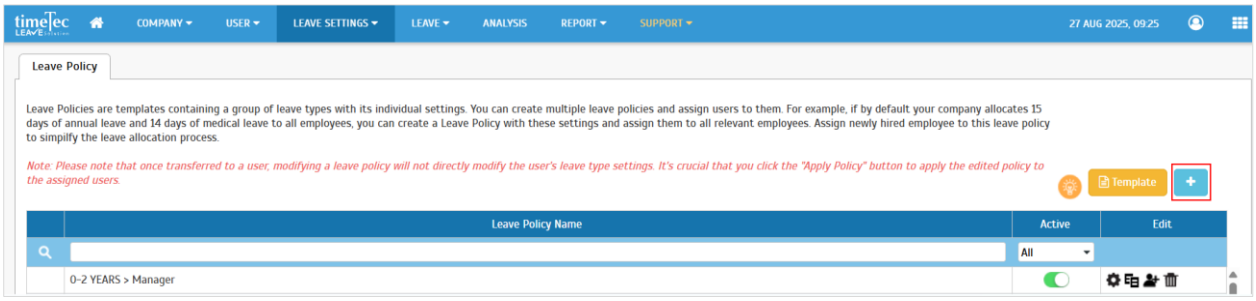
To create a policy, you'll add the specific leave types you want to include. For each leave type, you can set its allowance, restrictions, and other details like how the leave balance renews or accrues.

Leave Policy

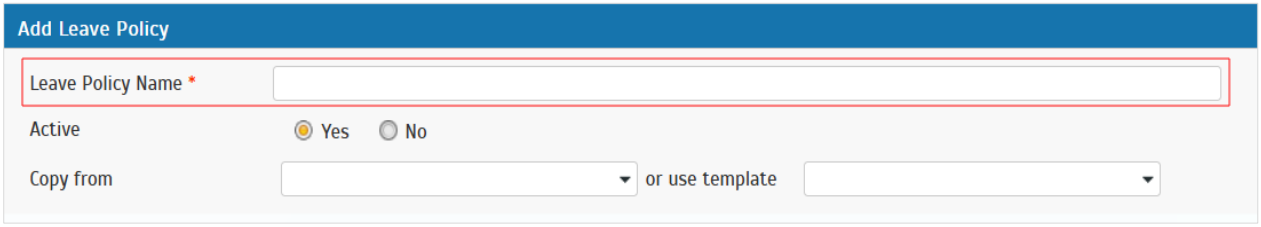
1. From the **TimeTec Leave Dashboard**, click the **Leave Settings** tab, and then select **Leave Policy**.



2. Click on **Add (+)** button to add a new leave policy.

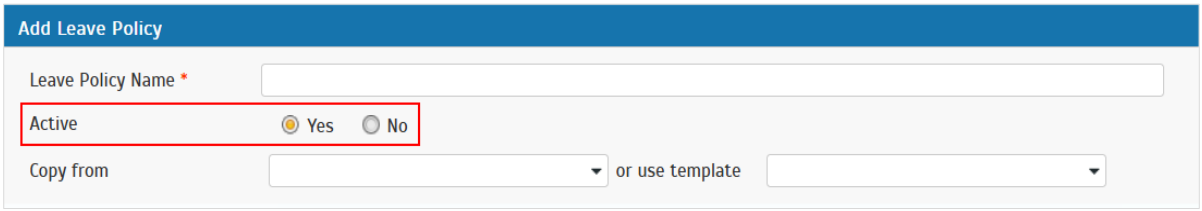


3. After you add a new leave policy, you can enter its name in the **'Leave Policy Name'** field.

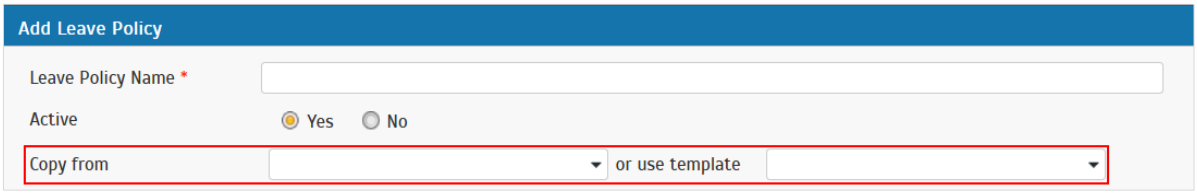


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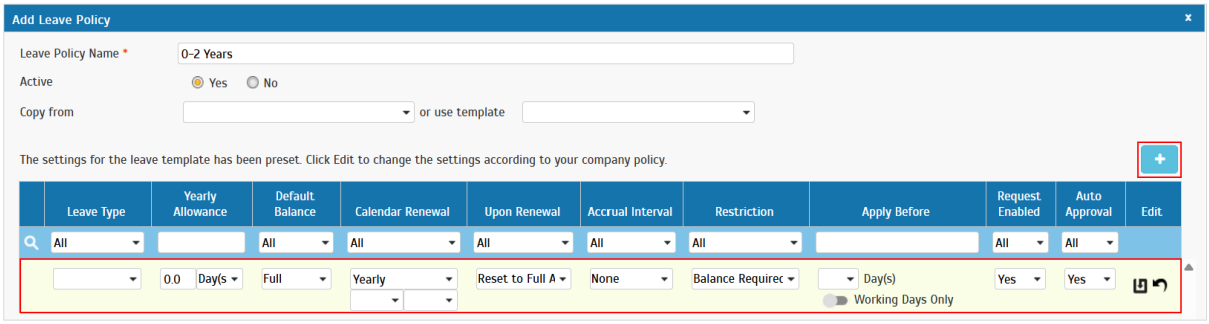
4. Use the **'Active'** option to set whether this leave policy is currently in use or not.



5. You can save time by **copying the settings from an existing leave policy** or by choosing from one of our available **preset templates** to help you get started.

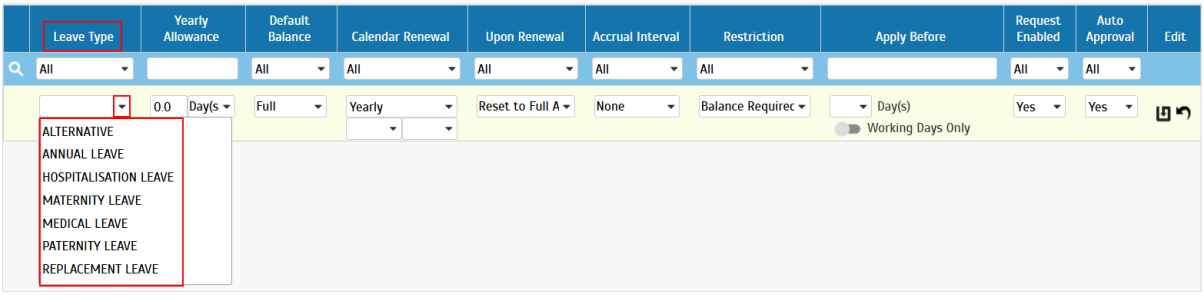


6. Click on **Add (+)** button to add a leave type to the leave policy. A new yellow configuration box will appear. After you finish setting up this leave type, you can click the **Add (+) button** again to add more leave types to the policy.

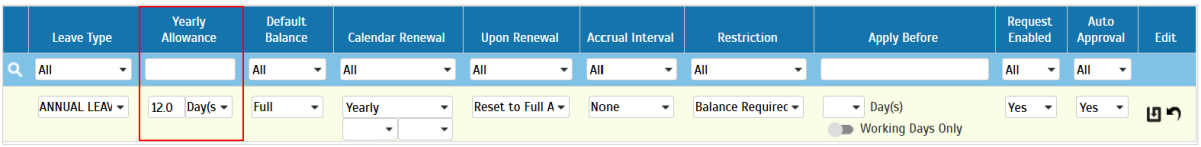


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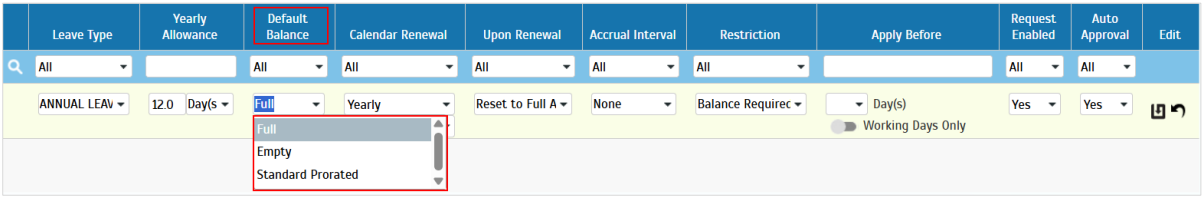
7. **Leave type** specify the leave types you want to include in this policy. The list of available leave types comes from the ones you have already created.



8. **Yearly Allowance** specify the total number of leave days employees under this policy will receive each year for this leave type.



9. **Default Balance** determines how new employees receive their first year of leave. You have three options, which control whether leave is given upfront or earned over time (accrued).



- **Full:** This option gives the full yearly leave allowance to the employee on their first day, regardless of when they start. For example, if your company provides 12 days of annual leave a year, an employee who starts on July 1st will still receive all 14 days of leave upfront.

  💡 Notes: If you choose this option, the Accrual Interval must be set to None.

- **Standard Prorated:** This option gives employees their yearly allowance upfront, but it is prorated based on their start date. For example, if an employee starts on July 1st and the full annual allowance is 12 days, they will immediately receive 6 days of leave for that first year.

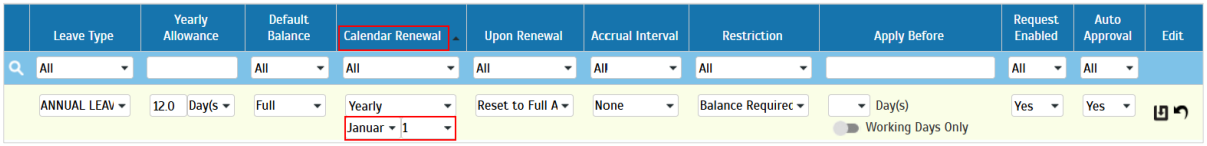
  💡 Notes: If you choose this option, the Accrual Interval must be set to None.

- **Empty:** Choose this option if employees need to earn their leave over time. The employee's leave balance will start at zero and will be added to their balance at specific intervals as they earn it. For example, an employee who gets 12 days of annual leave a year will earn 1 day for each month they work.

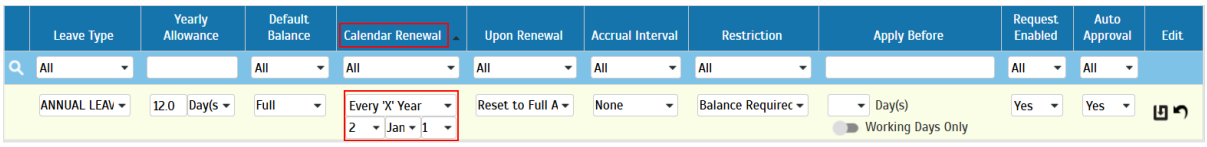
  💡 Notes: This option must be used with the Accrual Interval setting.

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10. **Calendar Renewal** option specifies the date when this leave type's yearly allowance will be renewed. You have two options:
    - **Yearly:** The leave balance will reset on the same date every year. For example, if you set the renewal date to January 1, every employee's leave balance will reset on January 1st each year.



    - **Every X Years:** This allows you to set a renewal period for more than one year. For example, if you set it to 2 years, the leave balance will reset on January 1st every two years.



11. **Upon Renewal** specify how leave is calculated for subsequent years upon renewal date.
    Reset to Full Allowance: This option resets the employee's leave balance to their full yearly allowance.
    - **Reset to Empty Allowance:** This option resets the employee's leave balance to zero.
    - **Carry-Over All:** This option carries over all unused leave to the next year.
    - **Carry-Over All + Full Allowance:** This option carries over all unused leave and adds it to the full allowance for the following year.
    - **Carry-Over Limit:** This option carries over a limited number of unused leave days to the following year.
    - **Carry-Over Limit + Full Allowance:** This option carries over a limited number of unused leave days and adds them to the full allowance for the following year.
    - **Carry-Over Ratio:** This option limits the amount of leave that can be carried over to the next year based on a specific ratio of the total leave allowance.
    - **Carry-Over Ratio + Full Allowance:** This option limits the amount of leave carried over based on a ratio and adds it to the full allowance for the following year.
    - **Carry-Over Percentage:** This option allows you to set a specific percentage of the previous year's leave balance to be carried over to the next year.
    - **Carry-Over Percentage + Full Allowance:** This option carries over a specific percentage of the previous year's leave balance and adds it to the full allowance for the next year.
    - **Reset to Partial Allowance:** This option resets the employee's leave balance to a specific percentage (x%) of their total allowance.

12. **Accrual Interval** feature is used when a company's policy requires employees to earn their leave over a period of time, rather than receiving their full allowance at the beginning of the year.

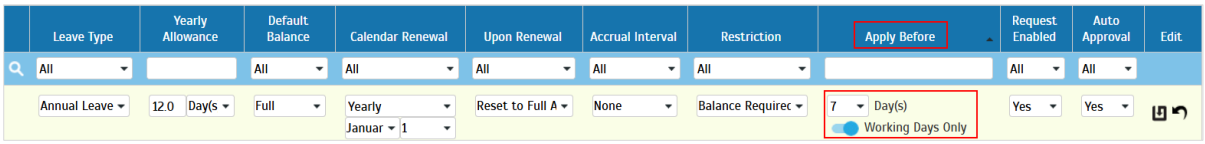
    💡 Notes: This method is often used with an empty default balance setting. Under this policy, new employees (and existing staff at the start of a new year) will begin with a zero-leave balance, and their leave will accrue over time based on the intervals you set in the system.
    - **None:** The employee's leave balance will not increase automatically over time.
    - **Daily:** The employee earns leave every day.
    - **Weekly:** The employee earns leave once a week.
    - **Every X Month:** The employee earns leave on a specific day every set number of months.
    - **Semi-Monthly:** The employee earns leave twice a month on specific dates.
    - **Every 2 Weeks:** The employee earns leave every two weeks.

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13. **Restriction** allows you to set various restrictions to control how employees can request leave.
    - **Balance Required:** This sets the minimum number of leave days an employee must have in their balance to submit a request.
    - **Allow Pre-Booking:** This feature lets employees book leave in advance. To use this, the employee's estimated year-end balance must be sufficient. This option only works for leave types that accrue over time.
    - **Allow Overbooking:** This option lets employees request as much leave as they need, even if they have a zero balance.
    - **Accrued by Date:** This requires an employee to have already earned the leave by the date of their request. This is only available for leave types that use a balance accrual method.

14. **Apply before** is similar to the one in leave type setting, this is the minimum number of days before a requested date that an employee must submit a leave application.

    💡 Notes: The value set in Leave Policy will override the value set in Leave Type. If the value in Leave Policy/User Leave Setting is left empty, the system will use the value set in Leave Type.



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15. **Request Enabled** has two options:
    - **Yes:** Employee able to send leave request.
    - **No:** Employee is unable to send leave request.

16. **Auto Approval:**
    - **Yes:** Leave request will be auto approved upon request.
    - **No:** Leave request will go through employee's approval method.

💡 Notes: How many leave policies should you create?

How many leave policies you need depends on your company's rules and the complexity of your leave system. If you have a small group of employees with unique leave entitlements, you do not need to create a new policy just for them. You can use your common policy for all staff and simply add or remove leave types for those specific employees.

However, if you have different leave entitlements for entire employee categories—such as executives, non-executives, or managers—or if allowances change based on years of service, it is best to create a separate leave policy for each group.

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CHAPTER 8

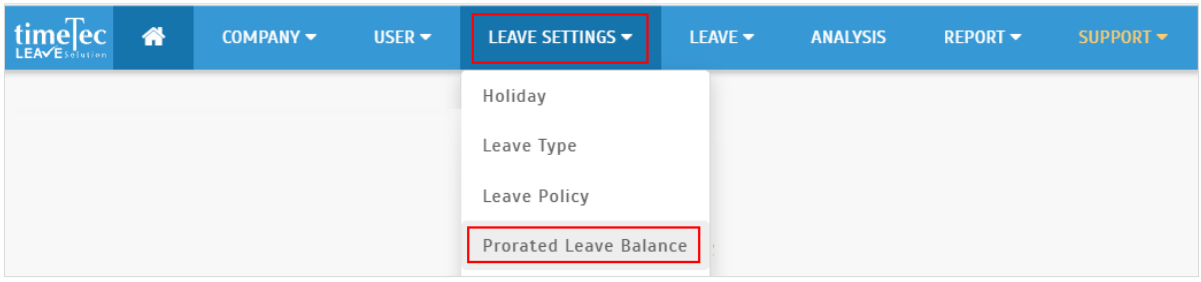
Prorated Leave Balance

This feature calculates a new employee's leave based on their start date. This ensures they receive a fair amount of leave for the remainder of the year.

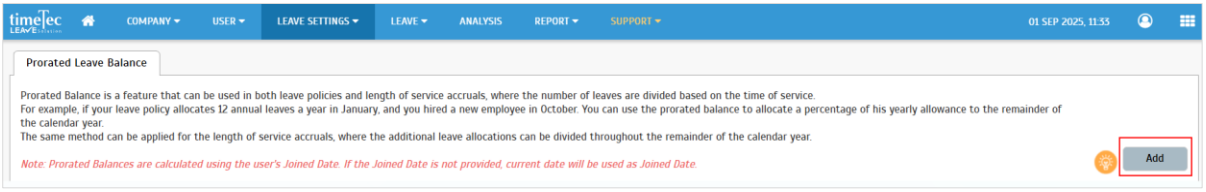
For example, if your company provides 12 days of annual leave a year starting in January, and you hire a new employee in October, you can use the prorated balance feature to calculate the percentage of leave they're entitled to for the rest of the year.

Prorated Leave Balance

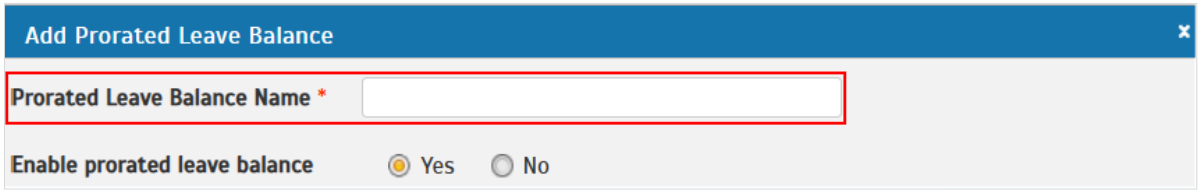
1. From the **TimeTec Leave Dashboard**, click the **Leave Settings** tab, and then select **Prorated Leave Balance**.



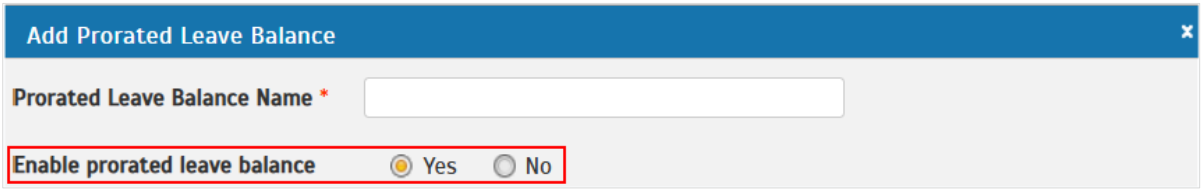
2. Click **Add** to add a new prorated leave balance.



3. After adding, you can enter its name in the **'Prorated Leave Balance'** field.



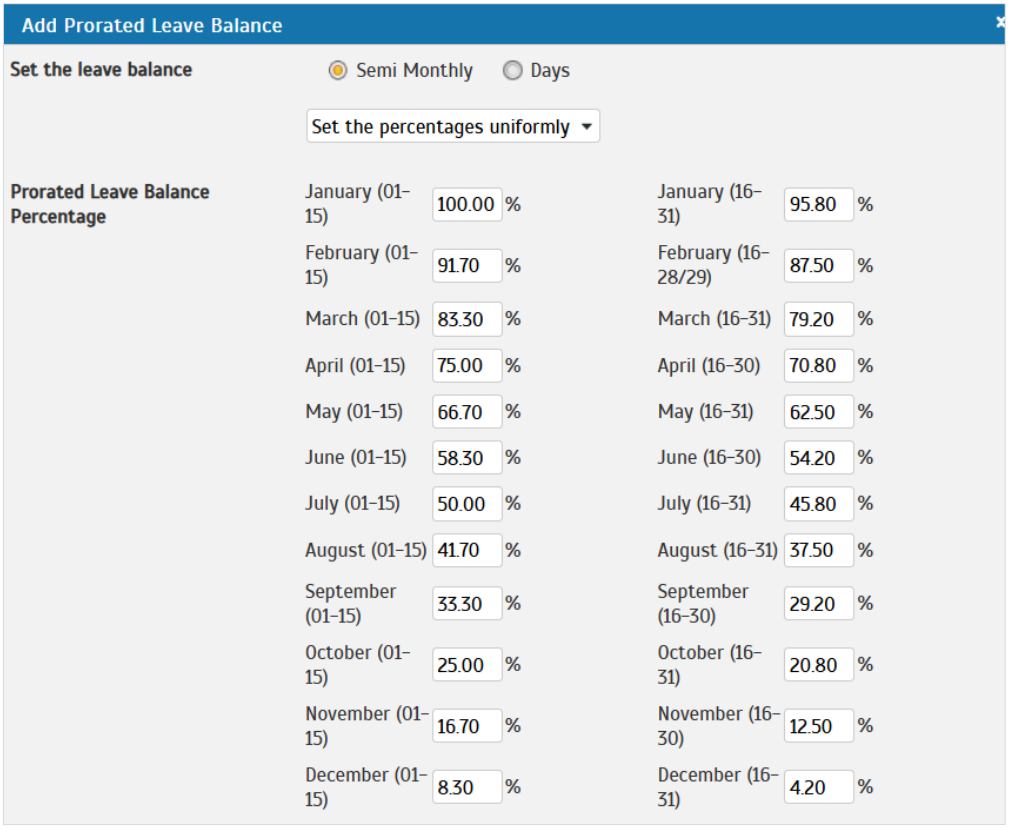
4. Set **Enable prorated leave balance** to **Yes** if you want to use this feature.

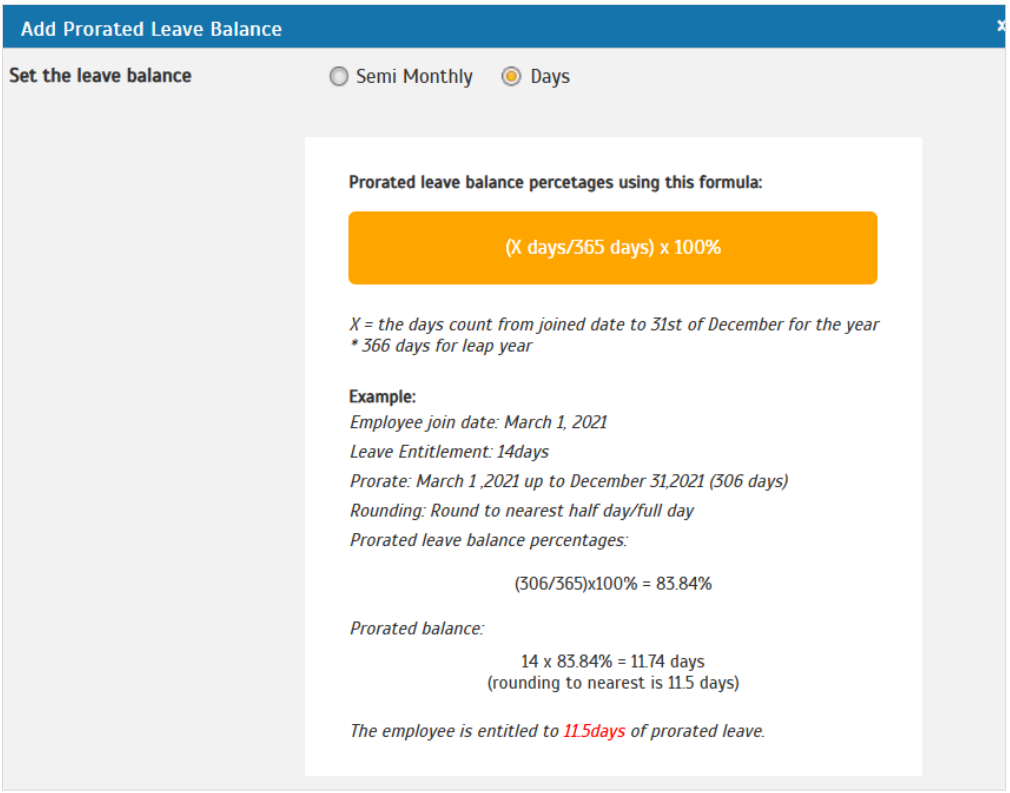


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5. You have two options to choose from:

- **Semi-monthly:** This uses a standard calculation for a percentage-based prorated balance.
- **Standard Prorated Days:** This option is based on a default formula.





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6. At the bottom of the page, click the **Rounding** to choose your **Rounding Type** setting that is applicable. Once done, click **Submit** button to save changes.



- No rounding
- **Round up – half day:** This option adds a half-day to your latest leave balance.
  - Example: A leave balance of 5 days, 2 hours, and 30 minutes would be rounded up to 5 days and 4 hours.
- **Round up - full day:** This option adds a full day to your latest leave balance.
  - Example: A leave balance of 5 days, 2 hours, and 30 minutes would be rounded up to 6 days.
- **Round down - half day:** This option deducts a half-day from your latest leave balance.
  - Example: A leave balance of 5 days, 5 hours, and 30 minutes would be rounded down to 5 days and 4 hours.
- **Round down - full day:** This option deducts a full day from your latest leave balance.
  - Example: A leave balance of 5 days, 5 hours, and 30 minutes would be rounded down to 5 days.
- **Round to nearest half/full day:** This option either adds or deducts a half or full day, depending on the leave balance amount. The rounding rules are as follows:
  - 0 hours to 2 hours 29 minutes: Rounds down to a full day (0 days).
  - 2 hours 30 minutes to 4 hours: Rounds up to a half day (4 hours).
  - 4 hours to 6 hours 29 minutes: Rounds down to a half day (4 hours).
  - 6 hours 30 minutes to 8 hours: Rounds up to a full day (1 day).

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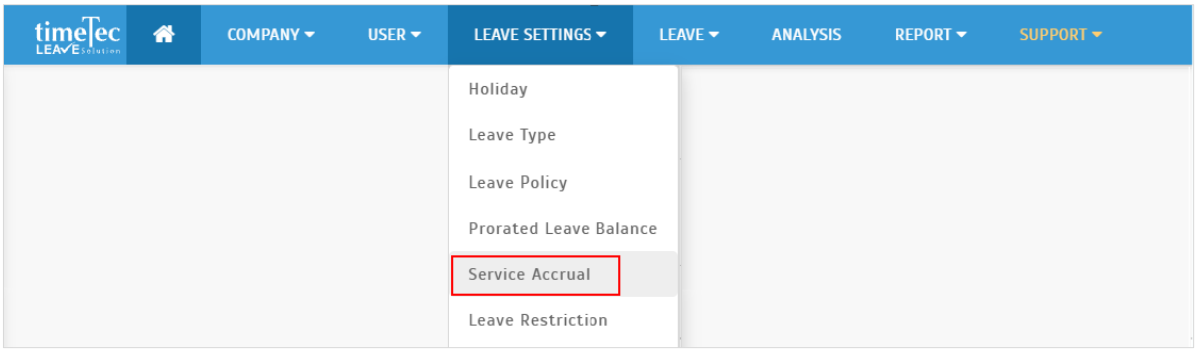
CHAPTER 9

Service Accrual

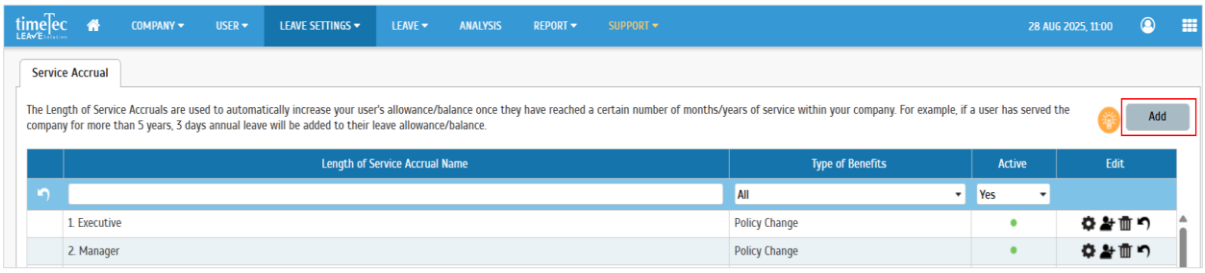
Length of Service Accruals automatically increase an employee's leave balance once they reach a specific number of months or years with the company. This chapter will guide you how to set the Service Accrual in Leave Module.

Service Accrual

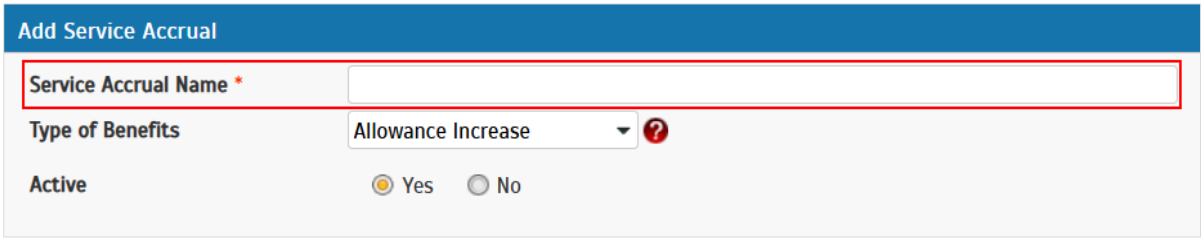
1. From the **TimeTec Leave Dashboard**, click the **Leave Settings** tab, and then select **Service Accrual.**



2. Click on **Add (+)** button to add a new service accrual.

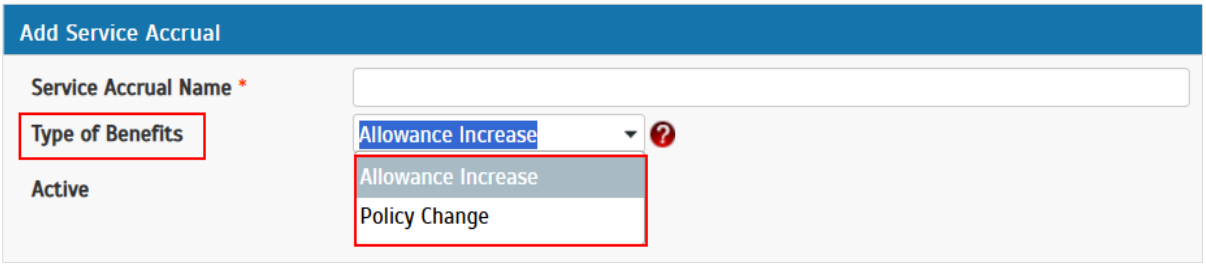


3. After you add a new service accrual, you can enter its name in the **'Service Accrual Name'** field.



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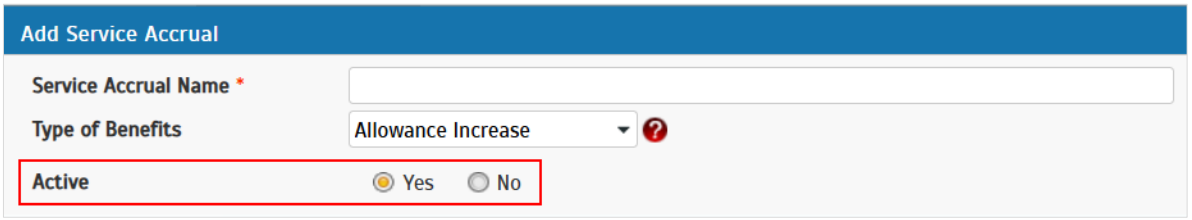
4. Select the type of benefit you want to give to employees once they reach a certain length of service. You have two options:



- **Allowance Increase:** This option simply adds more leave days to the employee's existing balance. Use this if your company does not automatically accrue leave on a monthly basis, or if you have not created any leave policies yet.

- **Policy Change:** This option automatically moves the employee from their current leave policy to a new one once they meet the service requirement. This method is used when you have set up monthly accruals, and it requires you to create the new leave policy beforehand.

5. Use the **'Active'** option to set whether this service accrual is currently in use or not.

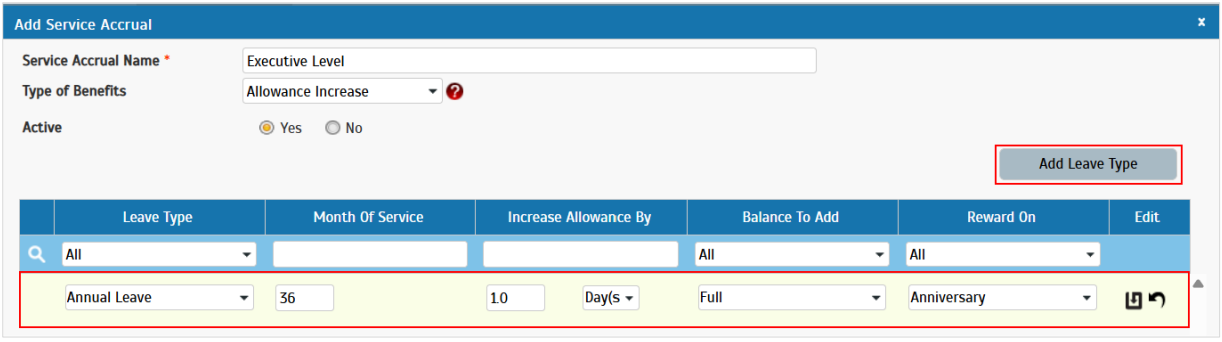


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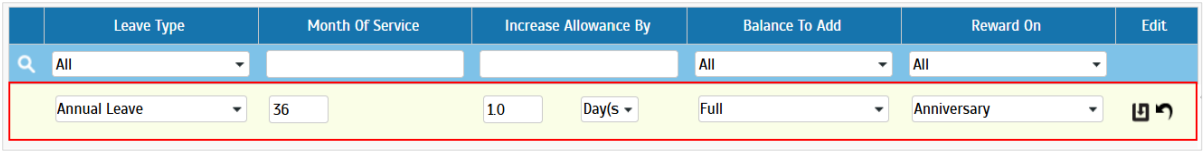
Allowance Increase

Sample scenario: When an employee reaches 24 months (2 years) of service, they will automatically receive one extra day of leave as a benefit.

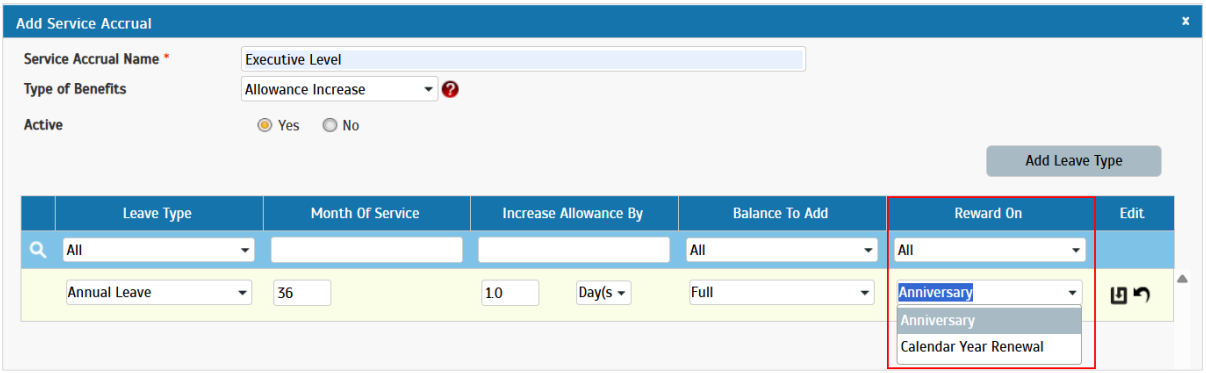
1. To set up an **Allowance Increase**, click **Add Leave Type.** A new yellow configuration box will appear.



2. You need to add each leave type and specify the amount of leave to be added after a certain number of service month.

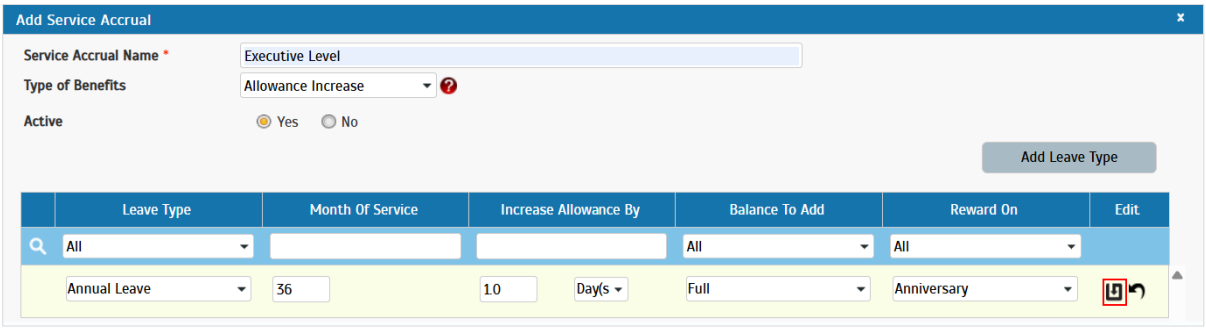


3. For each leave type, you must also choose whether the leave is granted on the employee's **work anniversary date** or on the **calendar year renewal date**.

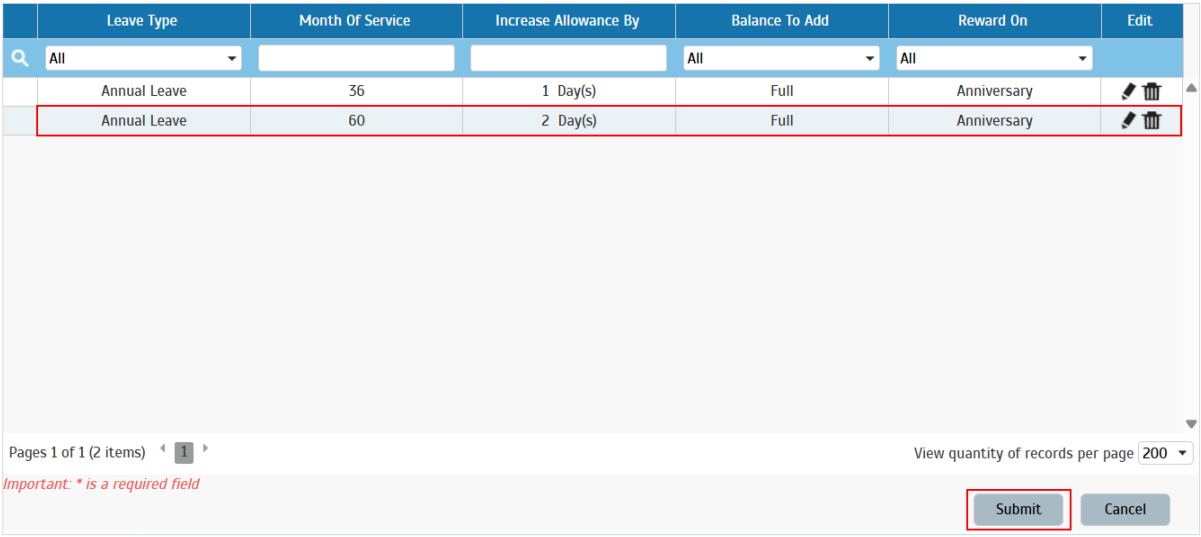


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4. Once done, click the save icon to save changes.



5. You can repeat these steps for the same leave policy to set different leave policy for different years of service. When you are finished, click the **Submit** button to save all your settings.

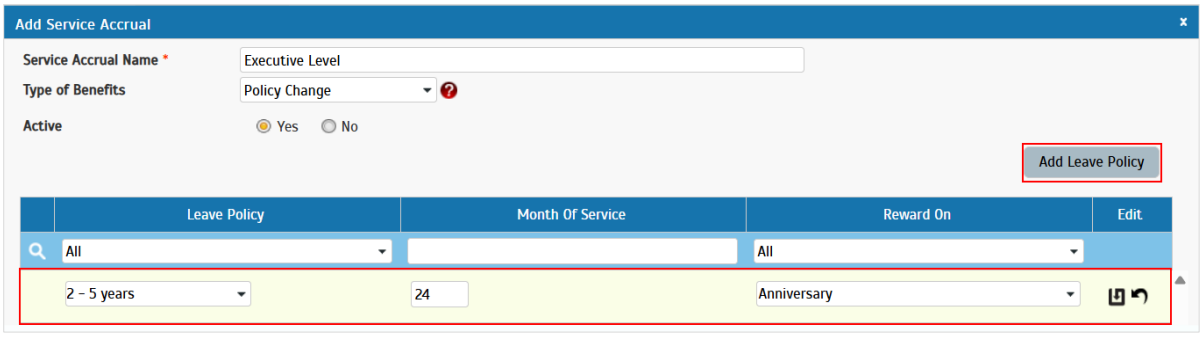


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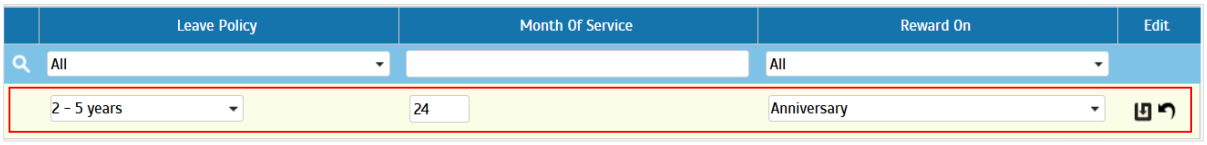
Policy Change

Sample scenario: Once an employee has worked for 24 months (2 years), they will automatically be moved from their first policy group (for example, "0-2 Years" group) to the next one (the "2-5 Years" group).

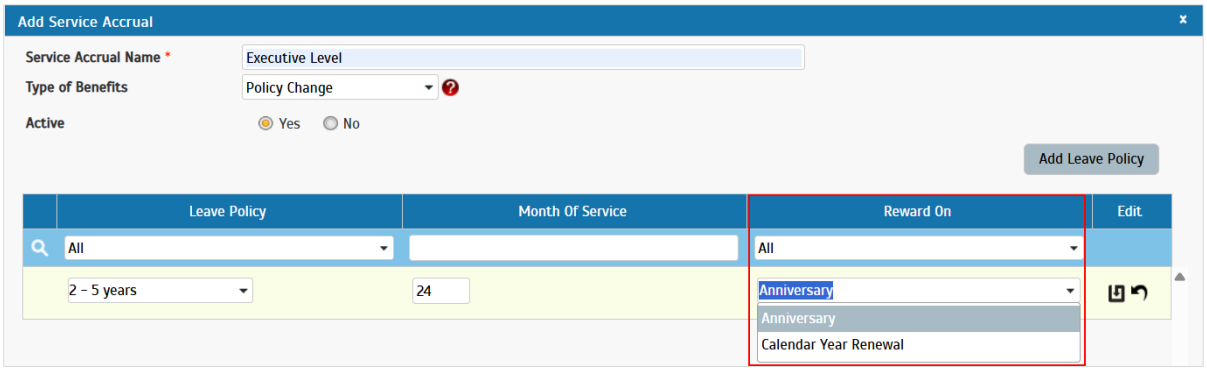
1. To set up a **Policy Change,** click **Add Leave Policy.** A new yellow configuration box will appear.



2. Add each leave policy and specify the number of months an employee must work before the system automatically moves them to the new policy.

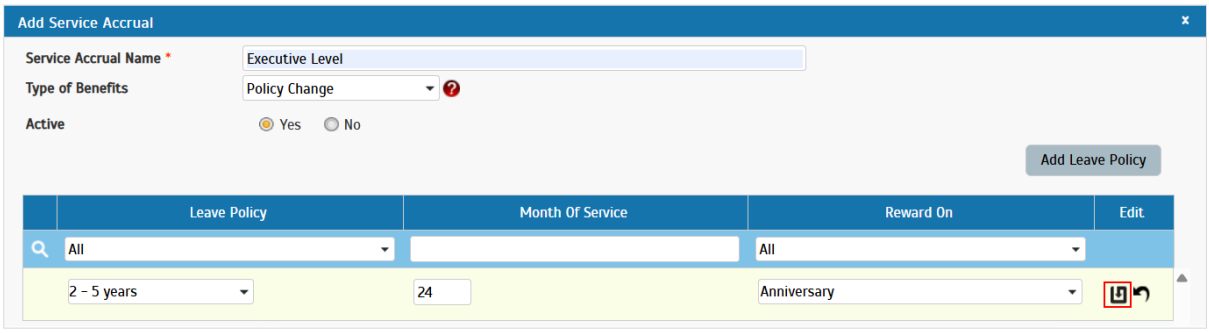


3. For each leave policy, you also need to choose whether the policy change will take effect on the employee's **work anniversary date** or on the **calendar renewal date**.

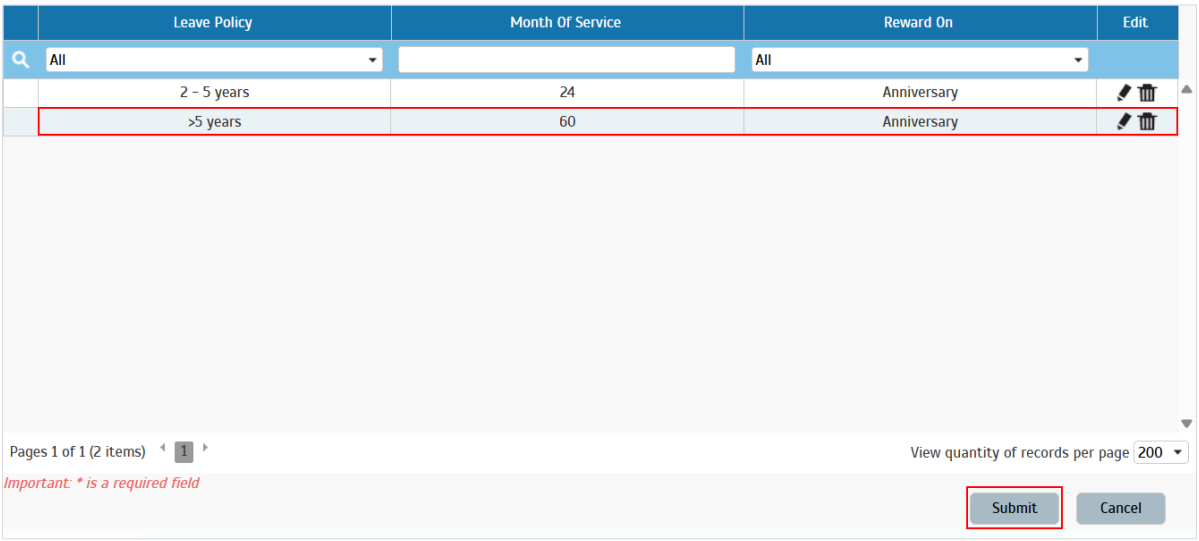


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4. Once done, click the save icon to save changes.



5. You can repeat these steps for the same leave type to set different increments for different years of service, as well as for other leave types. When you are finished, click the **Submit** button to save all your settings.



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CHAPTER 10

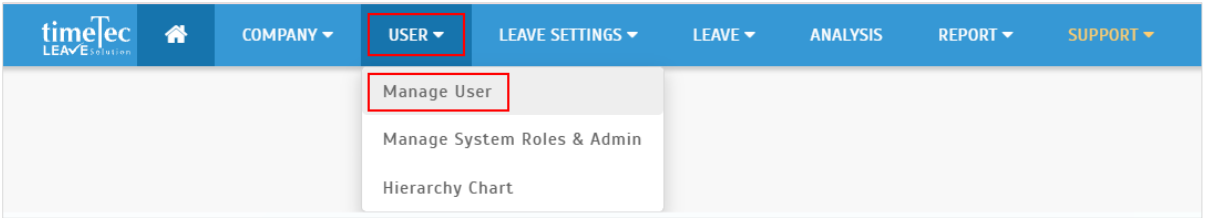
Manage User – Leave Setting

TimeTec Leave offers a flexible and customizable system for managing employee's leave. As in previous chapter, you'll need to set up leave types, policies, and balances for your users.

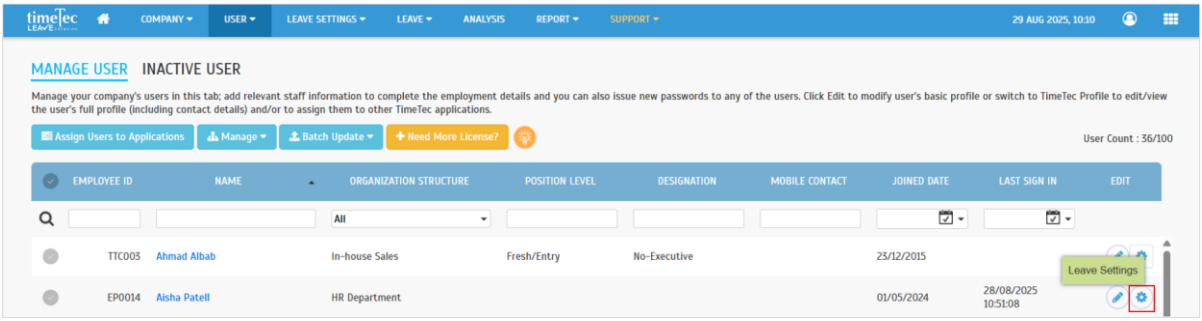
While you can assign employees to a general leave policy, this chapter guides you through customizing individual leave settings for specific users. This article will guide you on how to update leave allowance, balance, accruals, and approval method by individual employee.

Manage User – Leave Setting

1. From the TimeTec Leave Dashboard, click **User** then choose **Manage User.**



2. Then click the **gear icon** - **Leave Settings** to configure the approval method for that particular employee.

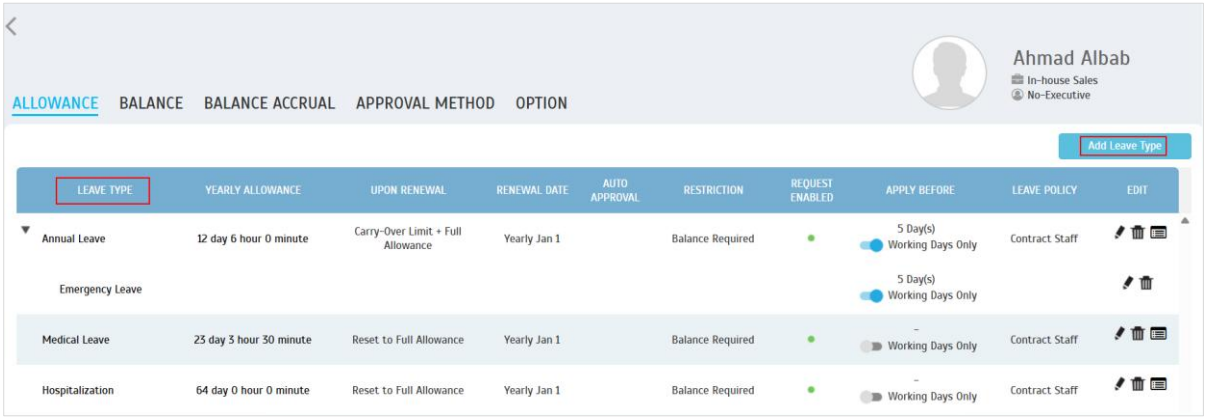


3. In the User Leave Settings window, you'll see several tabs: Allowance, Balance, Balance Accrual, Approval Method, and Option.

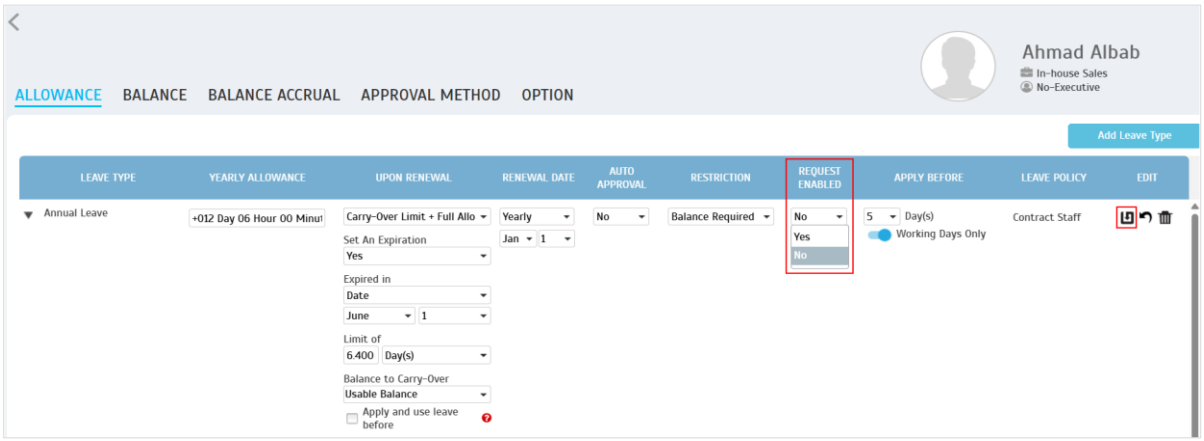


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4. On the **Allowance** tab, you'll see the **Add Leave Type** button on the right. If the user has already been assigned to a leave policy, you will see their allocated leave types listed here. To assign users to a leave policy, go to **Leave Settings > Leave Policy**. You may refer to Chapter 7 to learn more about how to assign users to a leave policy.



5. After assigning a user to a leave policy, you can customize their Yearly Allowance if needed. For example, if a user is still on probation and not yet entitled to annual leave, you can edit this setting and change it to Request Disabled.
   All columns in this tab can be updated and edited.



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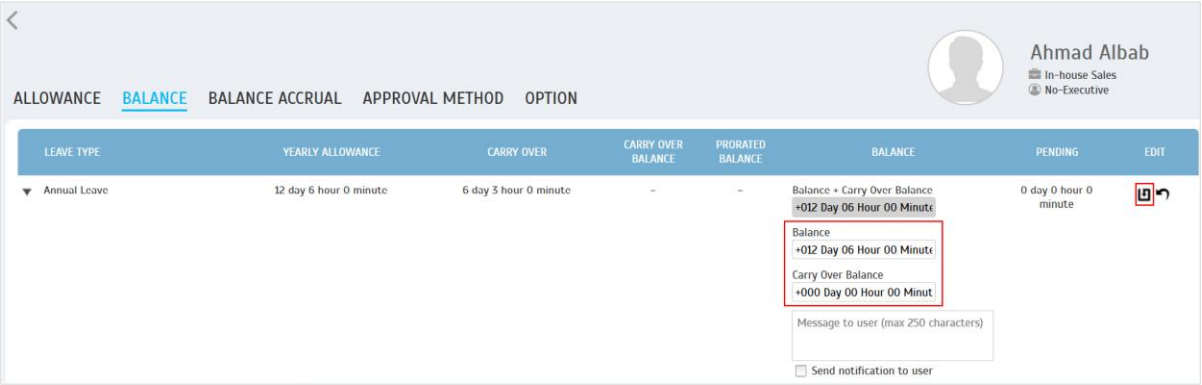
6. Next, let's look at the **Balance** tab. Here, you can click the pencil icon next to leave type to edit and update its balance.

   💡 Notes: Only administrators can make these changes, and all updates will be recorded in the audit trail.



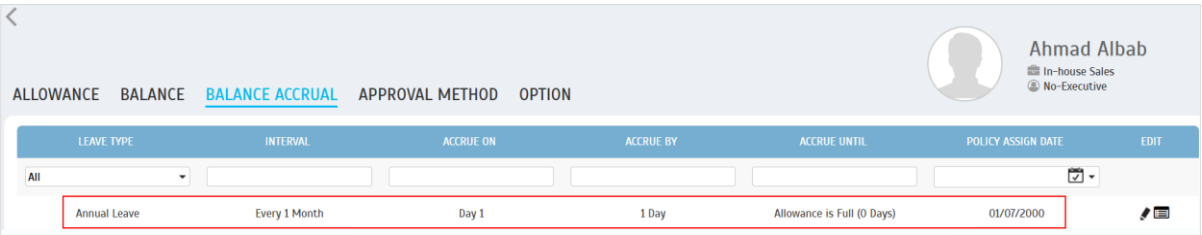
7. After you click the Edit button, you'll see the interface for updating leave balances. You can edit both the **Balance and Carry Over Balance**. These two values will be added together to show the total annual leave balance.

   To update the current balance, simply edit the value in the balance section and click **Save**.



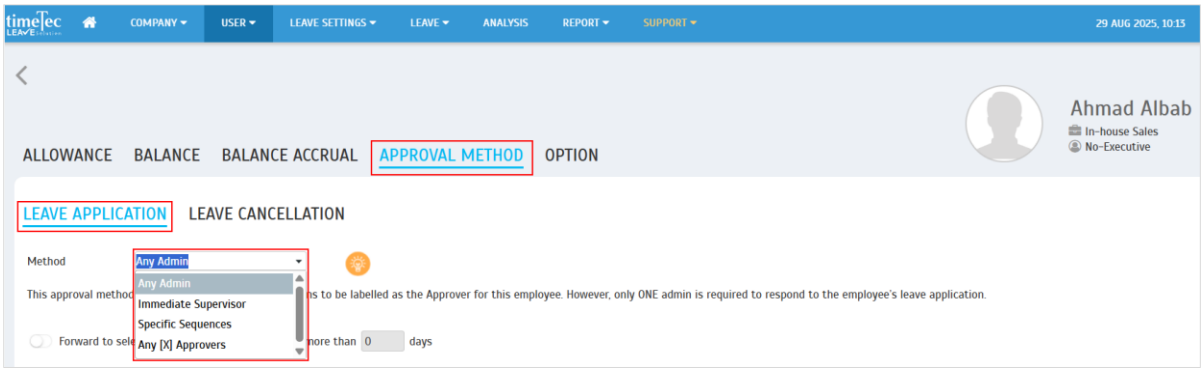
8. Following that is the **Balance Accrual** tab. This section is used to determine how many leave days are earned each month, which is helpful if your company uses a prorated or monthly earned leave policy. This setting typically applies to annual leave.

   For example, if an employee has a yearly allowance of 12 days, you can make it a monthly earned balance. To do this, click **Edit** and update the settings as follow:

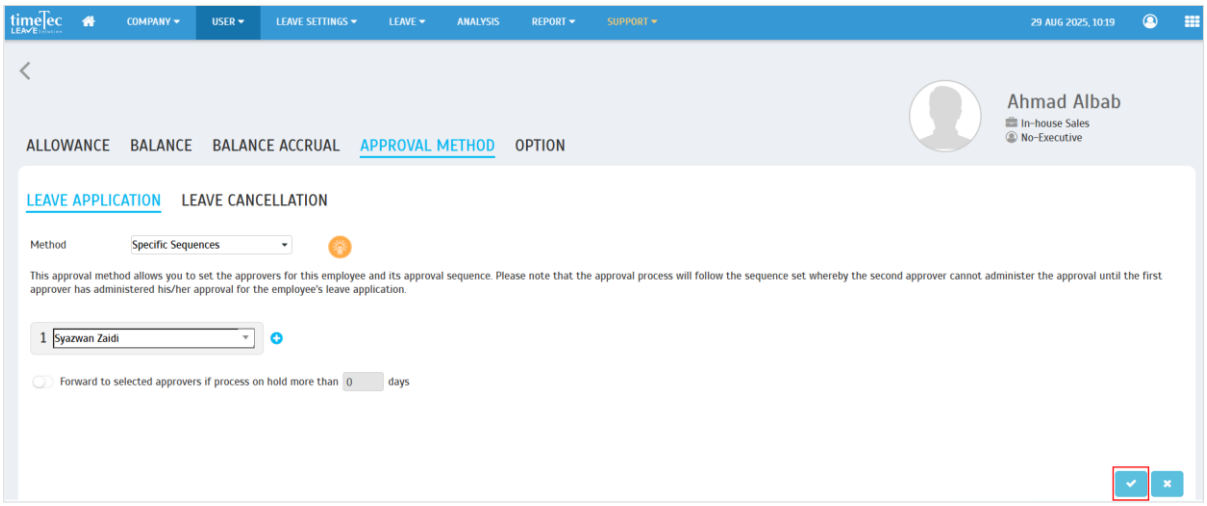


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9. You may also configure the employee's leave approval at the **Approval Method** tab. The same process was explained in Chapter 11.



10. Select an approval method for this employee and click the **Save (✓)** button to save your changes.



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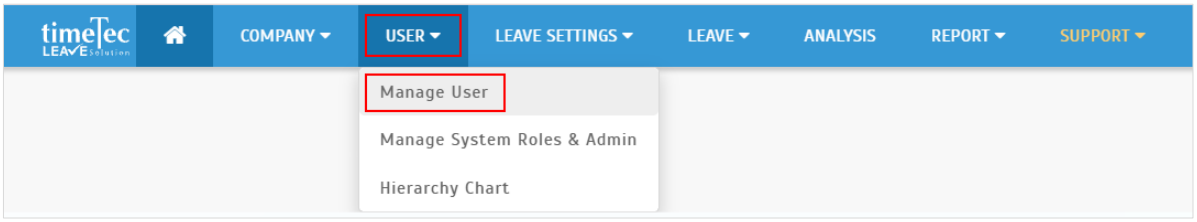
CHAPTER 11

Leave Approval Method

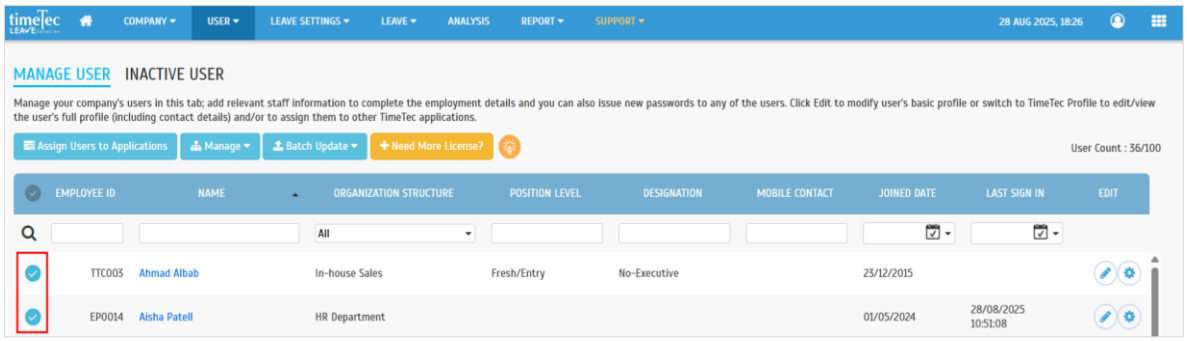
This chapter will guide you through setting up approval rules for the leave module. You can set up these rules for individual users or for groups of users.

By Batch

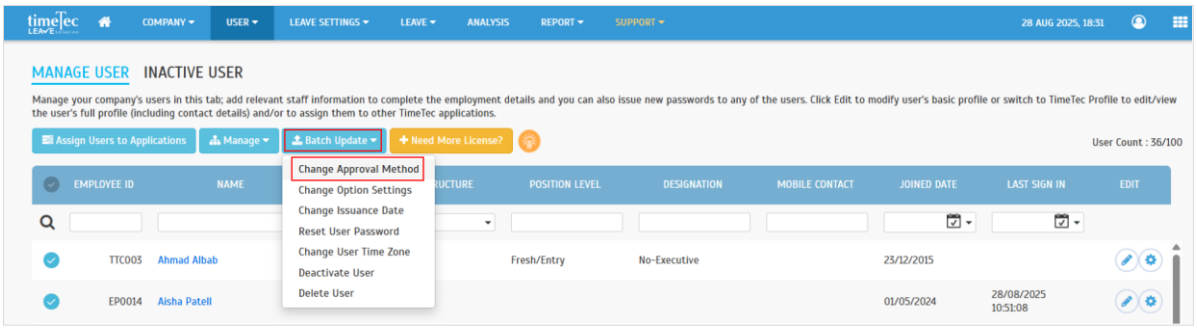
1. From the TimeTec Leave Dashboard, click **User** then choose **Manage User.**



2. To assign users to an approver, simply **tick the box** next to each employee's name. You can select multiple employees for a single approver.

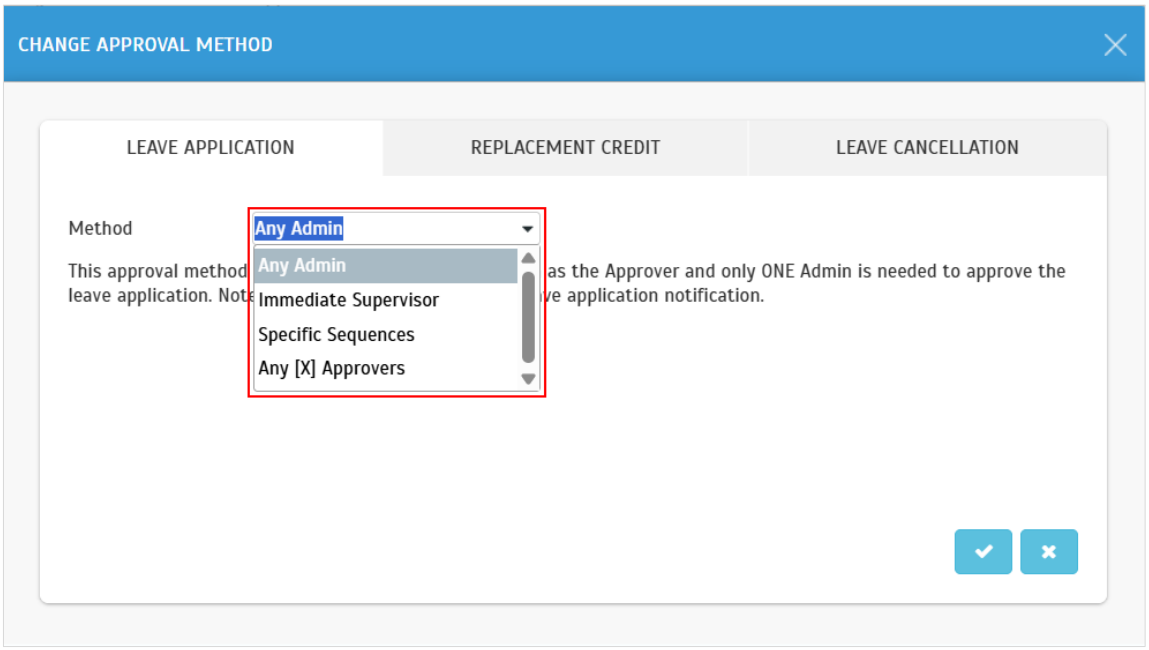


3. Once you have selected the users, click the **Manage** button and then choose **Change Approval Method**.



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4. When the new window appears, you can choose one of four approval methods:



- **Any Admin:** Any admin in the system can approve the leave request, but only one is required. All admins will be notified about the application.

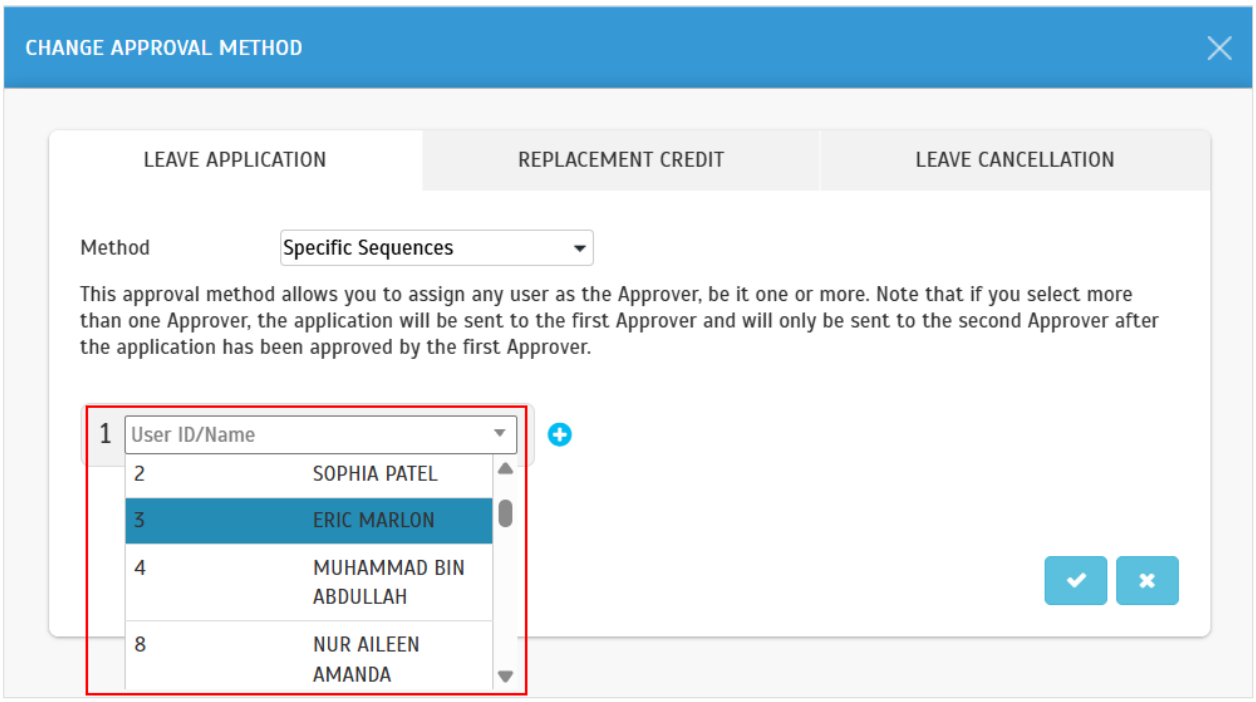
- **Immediate Supervisor:** The system will automatically assign the employee's direct supervisor as the approver, based on your company's hierarchy chart. Be sure to set up your hierarchy chart before using this option.

- **Any (X) Approver:** This method lets you select multiple potential approvers. The leave application will be considered approved once it has been approved by the required number of approvers you set (X).

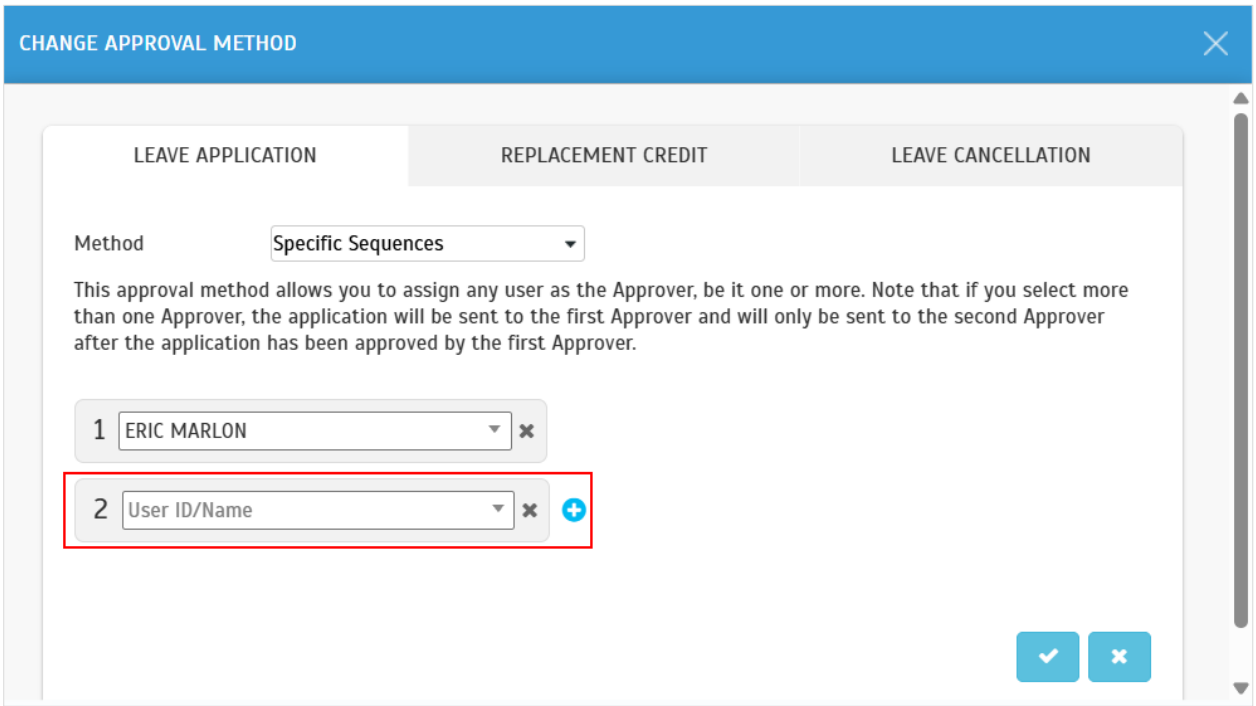
- **Specific Sequence:** This method lets you select one or more specific users to be the approvers. The leave application will follow a specific order. For example, the first approver must approve it before it goes to the second approver, and so on.

    - When you choose the **Specific Sequence** approval method, you can select any user or staff member to be the approver for the employees you selected earlier.

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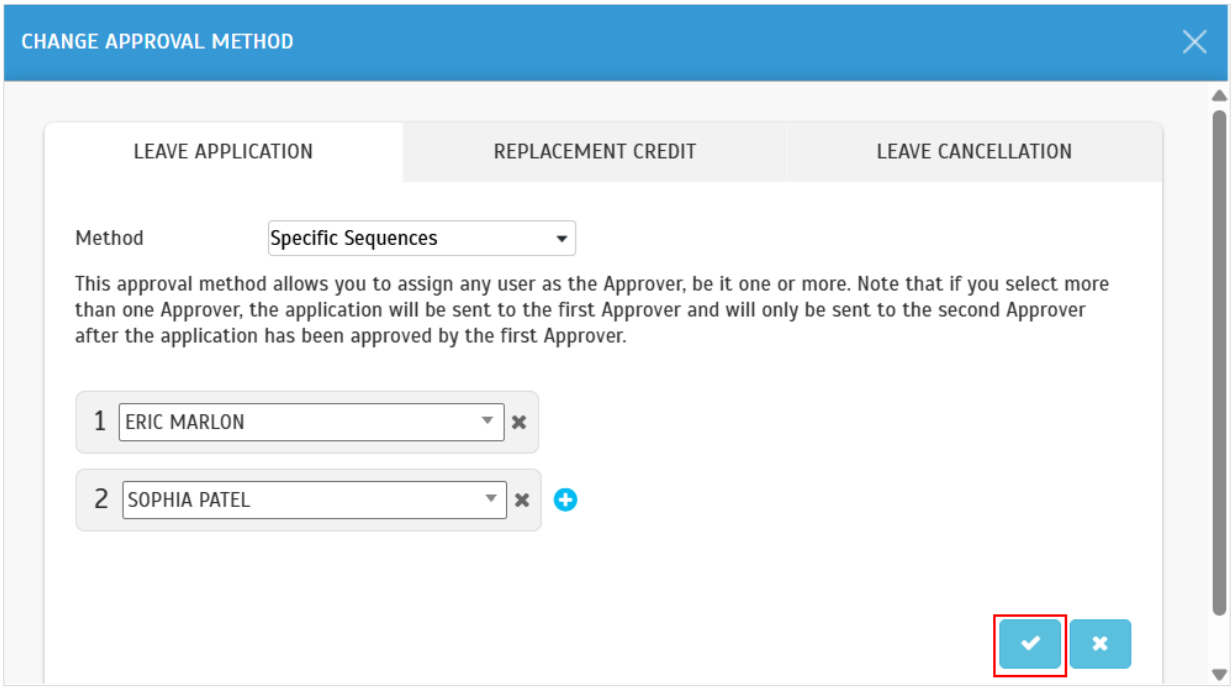


- If a leave application needs more than one approver, click the **Add (+) button** to add another user or staff member as an approver.



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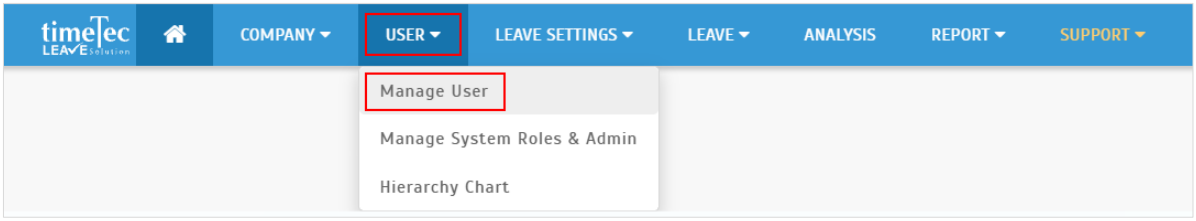
- Once you are done with the configuration, click the **Save (✓)** button.



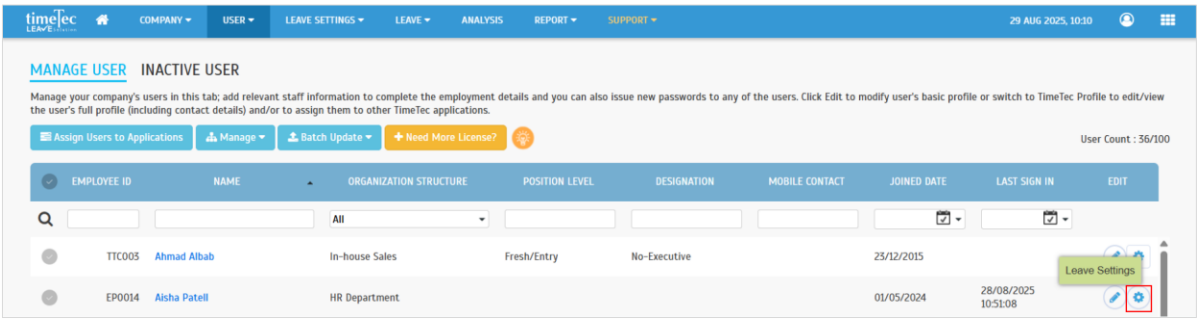
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By Employee

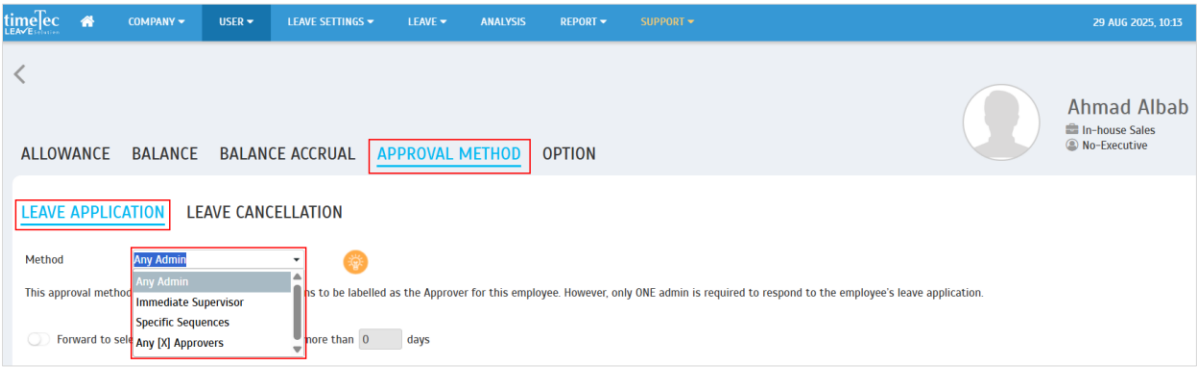
1. From the TimeTec Leave Dashboard, click **User** then choose **Manage User.**



2. Then click the **gear icon** - **Leave Settings** to configure the approval method for that particular employee.

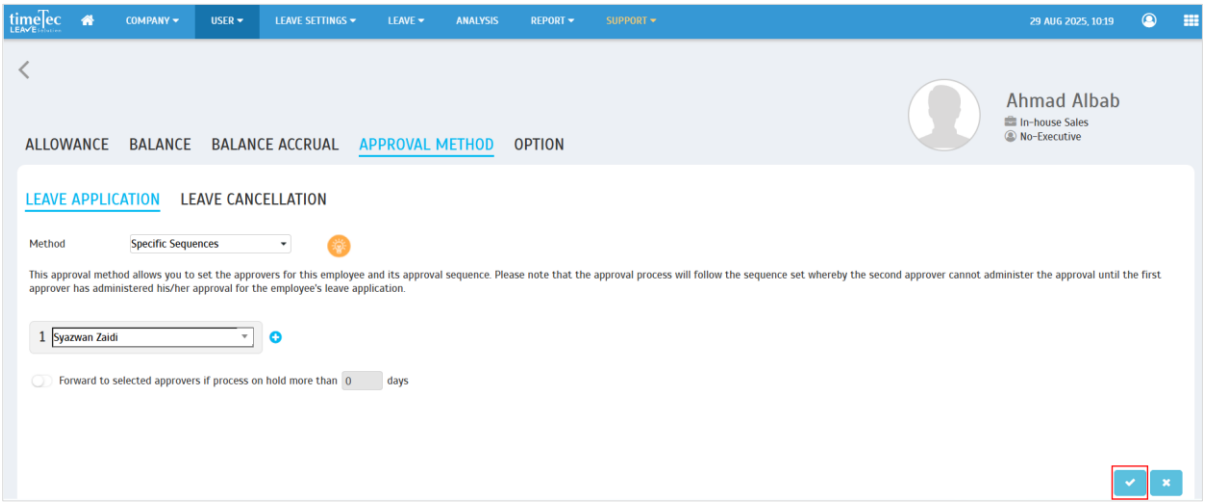


3. In the employee's **Leave Settings** window, click **Approval Method**. The same options explained earlier will be available for you to choose from.



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4. Select an approval method for this employee and click the **Save (✓)** button to save your changes.



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CHAPTER 12

Import Leave

One of the most useful features of the Leave module is the ability to import past leave records from an Excel file. This chapter shows you how to quickly update all employee leave balances at once.

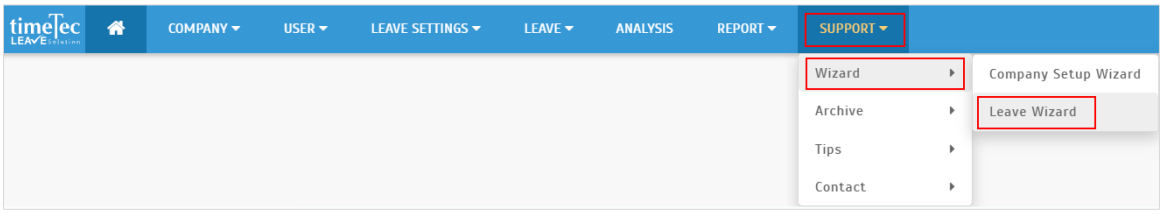
This feature is especially helpful for companies that are new to TimeTec Leave. By importing your past leave records, you can ensure that all employee leave balances are accurate from the start.

You can import leave balances in two ways:

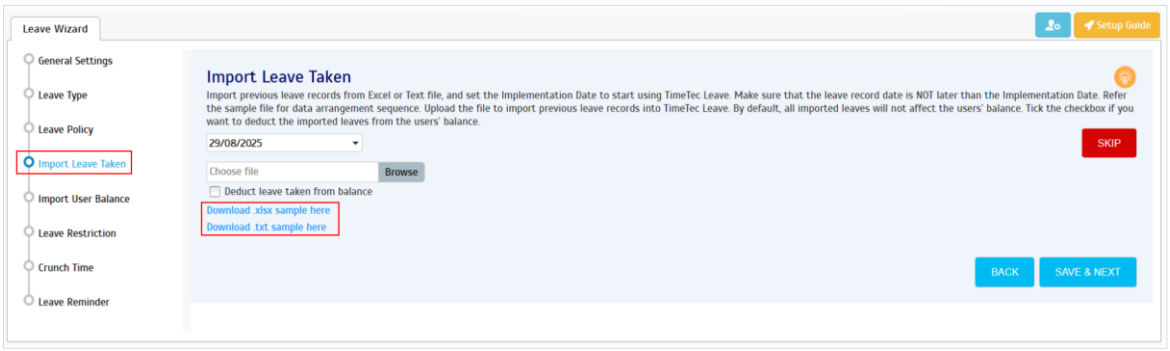
- **Import Leave Taken:** This allows you to import specific leave records one by one.
- **Import User Leave Balance:** This method let you update an employee's total leave balance all at once. When you use this method, only the final balance is affected; previous leave taken records will not be tracked.

Import Leave Taken

1. From the TimeTec Leave Dashboard, click **Support** then choose **Wizard** and **Leave Wizard.**



2. From the **Leave Wizard** page, click **Import Leave Taken**. You can then download the sample file in either **Excel** or **Text** format to begin.



3. After downloading the file, fill in the leave record details in the columns provided. We recommend using the Excel file as it is easier to manage. Make sure to list each leave record separately.

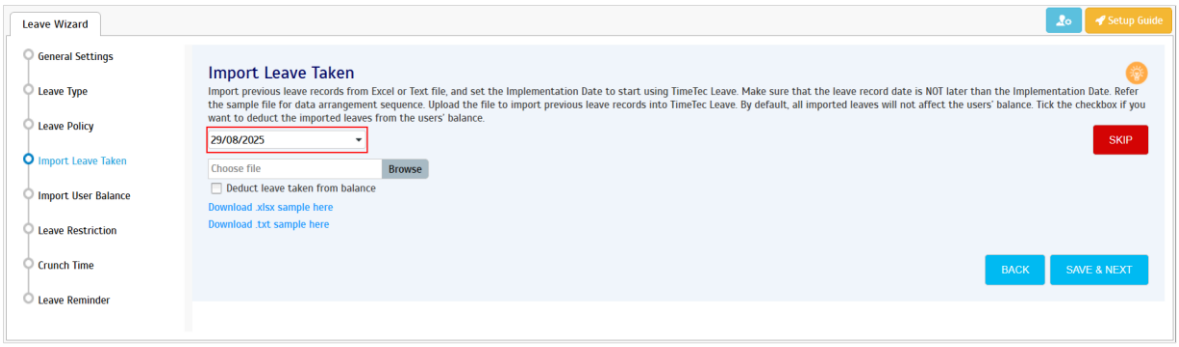
   💡 Notes: Before you start the import, ensure that the **Leave Type** in your file match the ones in the system. Additionally, the **Start Time** and **End Time** should follow the working hours—for example, 8 working hours for a full day and 4 working hours for a half day.

	A	B	C	D	E	F	G	H
1	TimeTec User ID	Name	Leave Type	Date Start (dd/mm/yyyy)	Date End (dd/mm/yyyy)	Start Time	End Time	Reason
2	8001	Lim Kok Peng	Annual Leave	02/01/2025	02/01/2025	09:00	18:00	Balik kampung
3	8002	Loh Goh Peng	Annual Leave	02/01/2025	03/01/2025	09:00	18:00	Vacation

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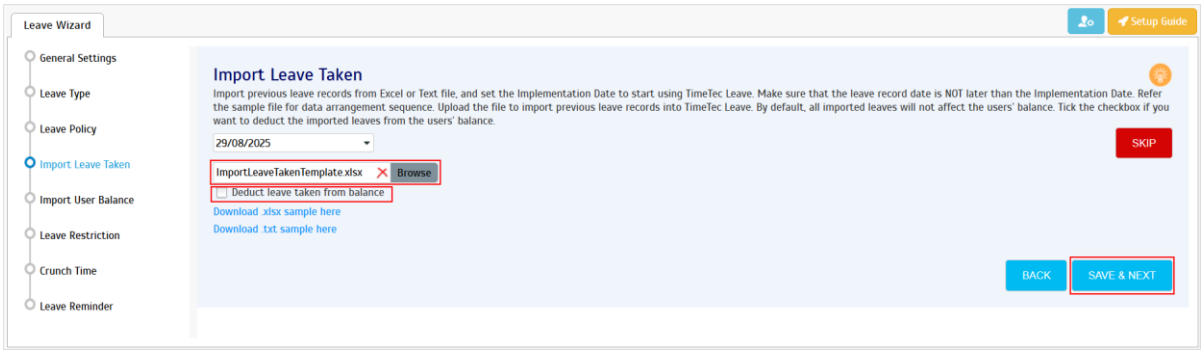
4. After you have filled in the data, choose the Implementation Date.

   Notes: The Implementation Date must be later than the leave record dates in your file.



5. Next, click Browse and select your leave record file. Then, click "**Save & Next**" to begin the import process.

   Notes: By default, imported leave records will not affect an employee's leave balance. If you want these records to be deducted from their balance, tick the checkbox before you save.



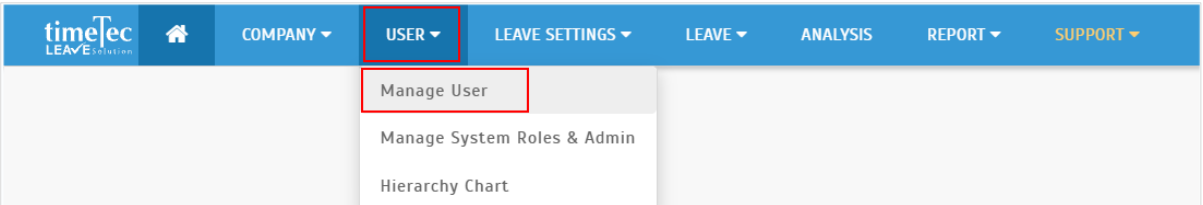
6. Below are the possible errors that a user might face during the import process:

No.	Error	Solution
1	User already has leave taken	Change to correct date.
2	Invalid User or Invalid Leave Type	Please make sure that the user name/leave type matches the user account.
3	Invalid Implement date	Please make sure that the leave record date is NOT later than the implementation date.
4	User is on holiday/rest day	Please make sure that the user's leave record date is not on a holiday/rest day.

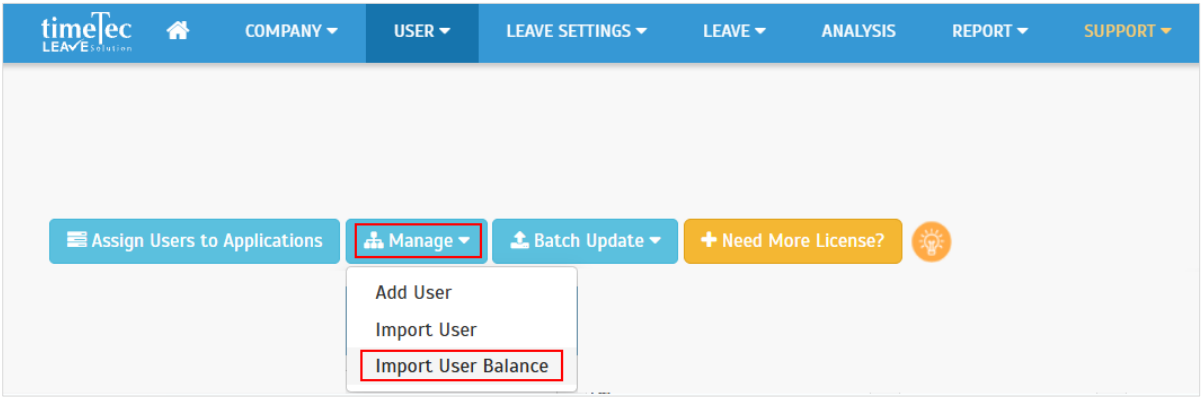
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Import User Leave Balance

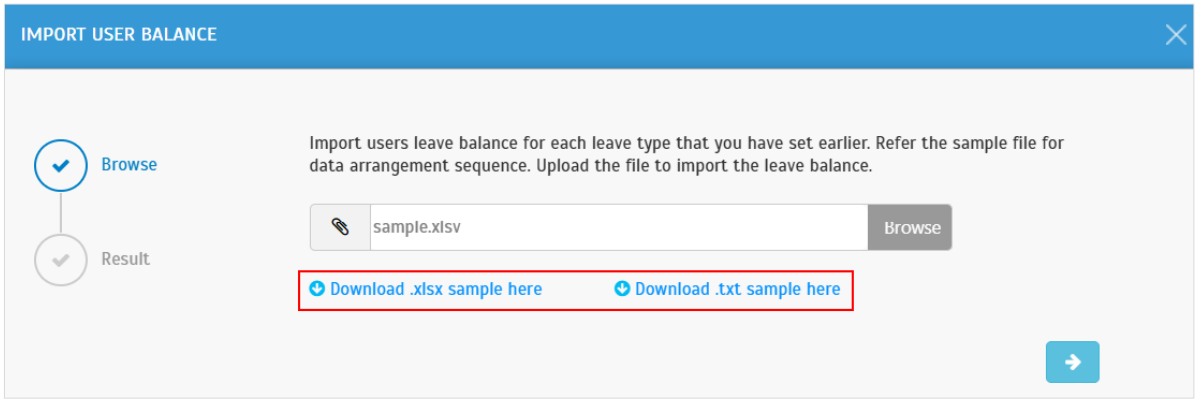
1. From the TimeTec Leave Dashboard, click **User** then choose **Manage User.**



2. Manage > Import User Balance. From the **Manage User** page, click **Manage** then **Import User Balance**.



3. You can then download the sample file in either **Excel** or **Text** format to begin.



4. After downloading the file, fill in the leave record details in the columns provided. We recommend using the Excel file as it is easier to manage.

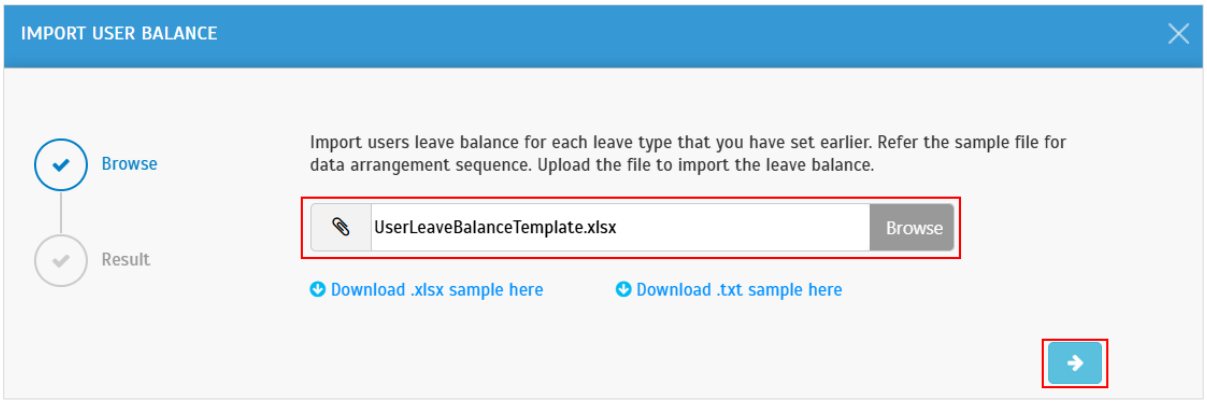
   💡 Notes: Before you start the import, ensure that the **User ID, Name** and **Leave Type** in your file match the ones in the system.

	A	B	C	D	E	F
1	**TimeTec User ID**	**Name**	**Leave Type**	**Carry Over**	**Carry Over Balance**	**Balance**
2	1101	RoseBryant	Annual Leave	1	1	17
3	1101	RoseBryant	Medical Leave	0	0	14

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5. You may refer to the explanations below for the other columns:
   Carry Over: This is the amount of leave from previous year that was allowed to be carried over into the current year.
   Carry Over Balance: This is your remaining carry-over leave after any leave you've used or that has expired.
   Total Balance: This is the sum of your current year's leave allowance and your carry-over balance.

6. After you have filled in the data, click Browse and select your leave record file. Then, click **Next (→)** to begin the import process.
   💡 Notes: By default, imported leave records will not affect an employee's leave balance. If you want these records to be deducted from their balance, tick the checkbox before you save.



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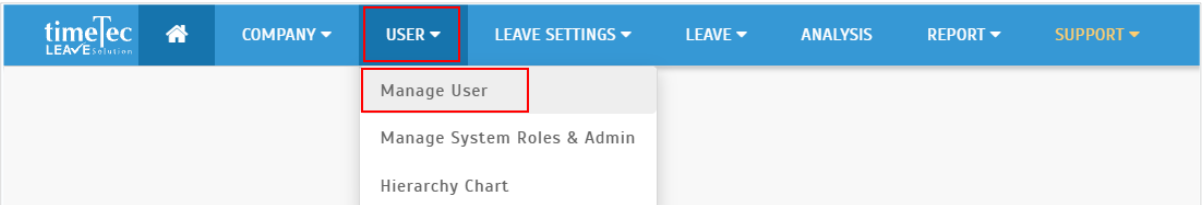
Check Employee's Leave Balance

There are two common ways to verify an employee's leave balance after an import:

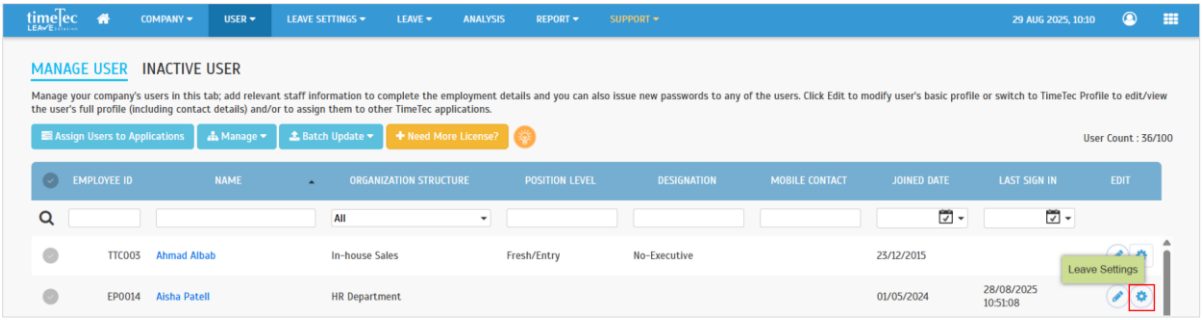
- **Via User Leave Settings:** You can check the details of a specific employee.
- **Via Report:** You can view a report that includes all employee leave balances

A. Via User Leave Settings.

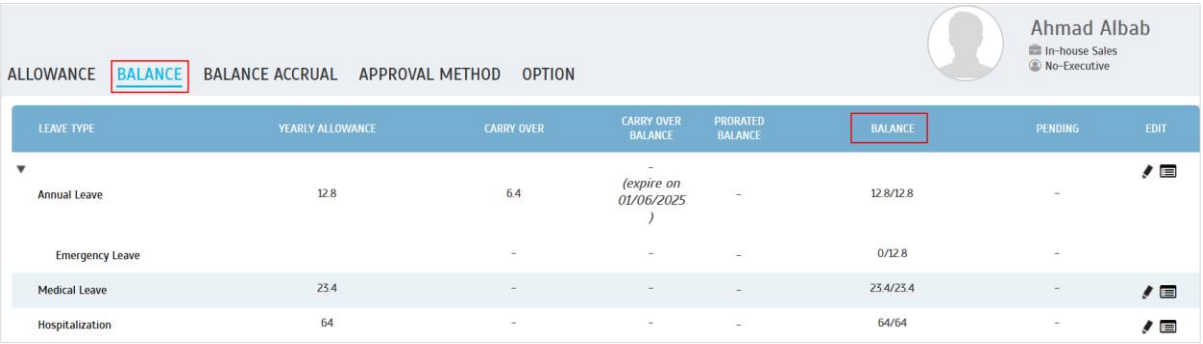
1. From the TimeTec Leave Dashboard, click **User** then choose **Manage User.**



2. Then click the **gear icon** - **Leave Settings** to check the leave balance for that particular employee.



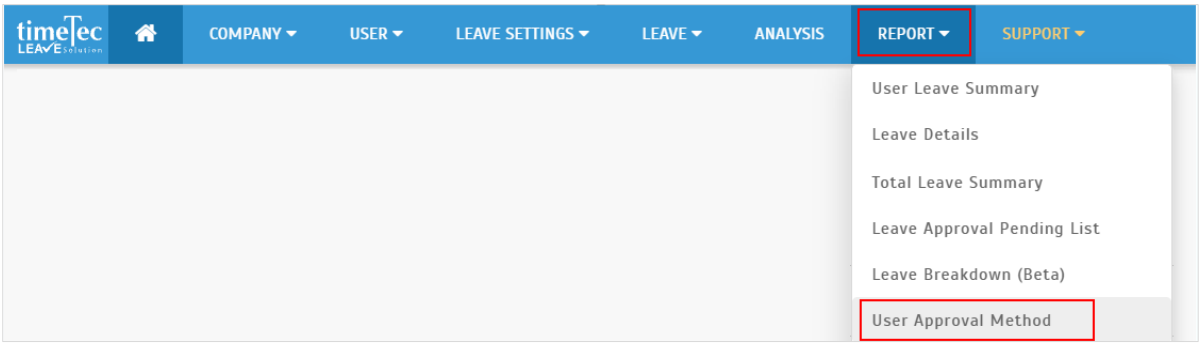
3. In the employee's **Leave Settings** window, click **Balance.**



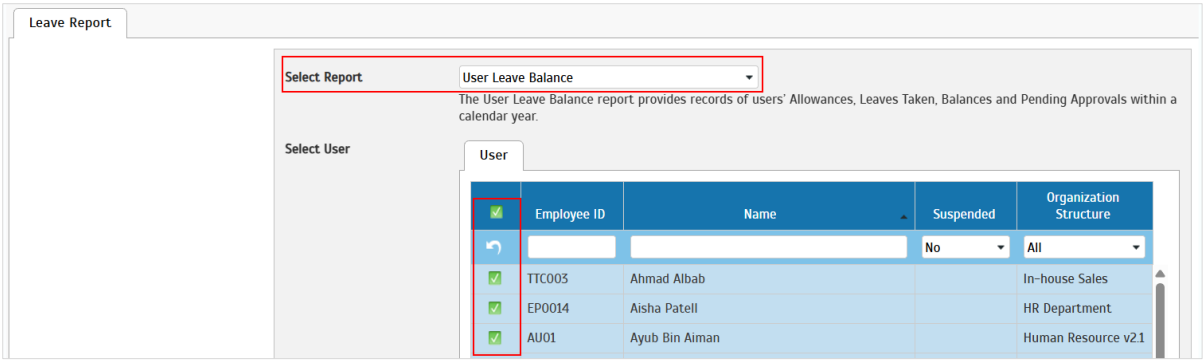
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B. Via Report.

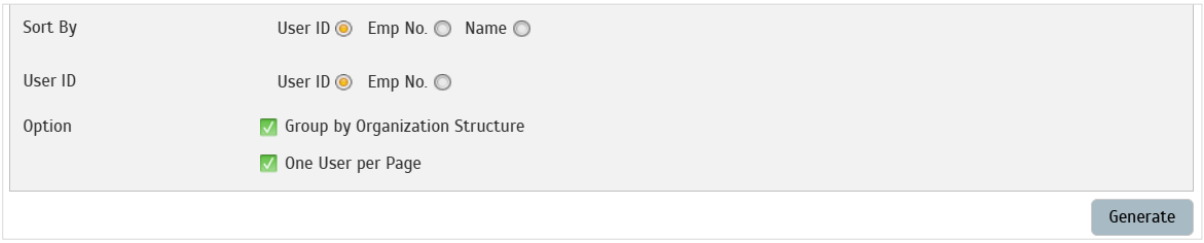
1. From the TimeTec Leave Dashboard, click **Report** then choose **User Leave Balance**.



2. Select the employees you want to include in the report by ticking the box next to their names. To select all employees, tick the box at the top of the list.

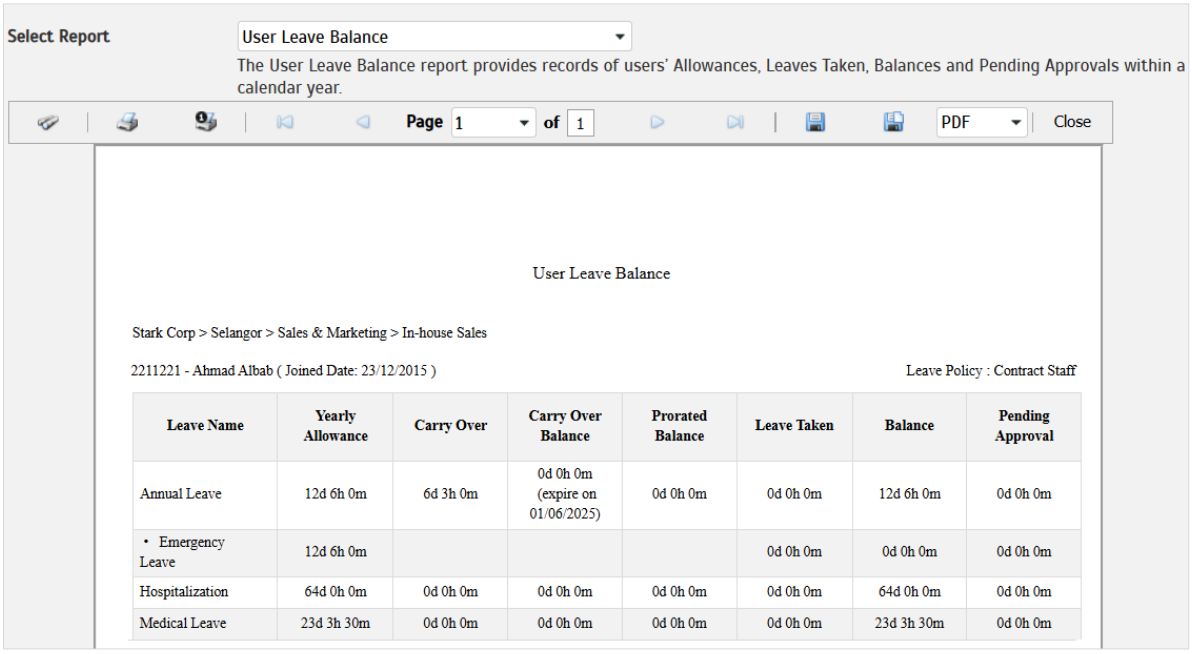


3. Choose your sorting and other options, then click **Generate** to print the report.



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4. Sample report.



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CHAPTER 13

User Acceptance Test

This chapter provides a checklist to verify system setup and data accuracy after implementation. Completing these tests ensures the system is functioning as required and ready to go live.

UAT Checklist

No.	Item	Test Steps	Expected Result / Remarks
1	Apply Leave	1. Login to mobile app 2. Click on **Add (+)** button 3. Choose **Leave Name** 4. Choose **Request Type** 5. Choose **Date** 6. Add **Reason** 7. Click **Send** to submit leave request	Able to submit leave application successfully.
2	Approved Leave	1. Login to mobile app 2. Click on **Approval Tab** 3. Choose Pending leave request 4. Click **Approve** to approve leave request	Able to approve leave request successfully.
3	Rejected Leave	1. Login to mobile apps 2. Click on **Approval Tab** 3. Choose Pending leave request 4. Click **Reject** to approve leave request	Able to reject leave request successfully.
4	Cancelled Leave	1. Login to mobile app 2. Click on **menu button** on right side (4 square button) 3. Choose **Application** 4. Choose leave record that user would like to cancel 5. Click **cancel (x) button** 6. Add cancellation reason 7. Click confirm to submit leave cancellation request	Able to cancel leave request successfully.
5	View Leave Balance	1. Login to mobile app 2. View leave balance at Homepage > Leave overview 3. Click on each leave to view the leave balance in detail	Able to view correct leave balance.

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