

Multiple Approved Staff Leave

When staff apply leave, the leave record will be approved by more than one authorized staff. Once all approvers are approved the leave, that will be formally approved.

Setup Approve leave group

Staff > Setup > Approve leave group

Click <Numbers> to select the required approve leave group. The maximum group is 5.

Approve leave group	
Approve leave require [3] group	Press [2] [4] [5] to change group count
Approve leave group 1	Team (Maximum 30 characters)
Approve leave group 2	Department (Maximum 30 characters)
Approve leave group 3	Management (Maximum 30 characters)

Enter the group name and click <Submit> to save.



Setup approve staff leave right

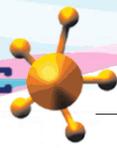
Staff > Setup > Approve staff leave right

System according to the approve leave group setting to display group.

The approver who belongs to this approval leave group. <Check box> assign the approve leave rights to staff.

Staff code and name keyword Input key

Approve leave group rights			
Apply leave staff.			
*** [Team] *** / [Department] / [Management]			
Shop	Identity	User access group	Staff
CWB	User	Account Department	Anna Tsui (Anna) <input type="checkbox"/> <input type="checkbox"/>
CWB	User, Sales	Admin	Ivy Lee (beauty) <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
CWB	User	Logistic Department	Peter Wong (Peter) <input checked="" type="checkbox"/> <input type="checkbox"/>
CWB	User, Therapist	Admin	Vikki (S001) <input type="checkbox"/> <input checked="" type="checkbox"/>



You can enter the staff code and name keywords, or filter by clicking the < Magnifier> of shop, identity and user access group, to filter apply leave staffs.

Staff code and name keyword Input keyword and press [Enter] will filter following list

Approve leave group rights

Click <+> to select leave approvers.

*** [Team] *** [Department] / [Management]

Shop	Identity	User access group	Staff	Anna Tsui (Anna)	Ivy Lee (beauty)
CWB	User	Account Department	Anna Tsui (Anna) Select All	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CWB	User, Sales	Admin	Ivy Lee (beauty) Select All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CWB	User	Logistic Department	Peter Wong (Peter) Select All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CWB	User, Therapist	Admin	Vikki (S001) Select All	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select shop / Enter the staff code and name keywords to filter staffs.

Shop: CWB

Staff code and name keyword Input keyword and press [Enter] will filter following list

Select staff

Amy (S007)	Anna Tsui (Anna)	Gary (S002)	Ivy Lee (beauty)	Joan (S005)
Lisa (S006)	Peter Wong (Peter)	Susan Chan (Susan)	Vikki (S001)	

OK Close

Select the approvers and click <OK> to save.

Click <Approve leave group name> to setup other group.

Approve leave group rights

[Team] / *** [Department] *** / [Management]

Shop	Identity	User access group	Staff	Lisa (S006)	Joan (S005)
CWB	User	Account Department	Anna-Tsui (Anna) Select All	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CWB	User, Sales	Admin	Ivy Lee (beauty) Select All	<input type="checkbox"/>	<input type="checkbox"/>

Enable to setup only one or two approve leave groups to approve staff leave.

View/set approvers for individual staff's leave applications

Staff> Staff> Search > Select staff

Select shops to filter staffs, then select approver and the approve leave group. After that click <Add>.

Approve leave and receive leave email notification

Following selected staff can approve Amy (S007) 's leave and can receive Amy (S007) 's leave email notification

CVVB Amy (S007) Team **Add**

Ivy Lee (beauty) - Team
Lisa (S006) - Department
Gary (S002) - Management **Remove**

When staff (Amy S007) apply leave, the application needs to be approved by all groups.

Approve leave

Login page > Approve leave / Staff > Leave > Approve

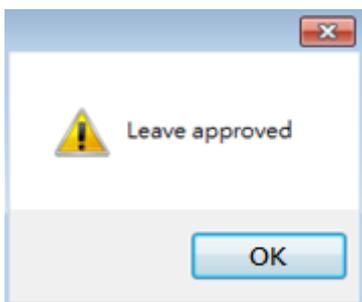
Staff (First leave day): Amy (19-Jul-2020)

Staff code: S007
Staff name: Amy
Join date: 29-Mar-2017
Annual leave balance: 0.00
Pro rata annual leave balance: 0.00

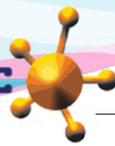
When the application has approved, system will display the approver, approved date and time.

Apply leave record												
Leave type	Leave from	Leave to	Leave days	Original shift code	Original shift time	New shift code	New shift time	Application date	Leave document	Remark	Action	
Annual Leave	19-Jul-2020	21-Jul-2020	3	A	10:00 am-10:00 pm			13-Jul-2020 11:11 am		[Team approved] Ivy Lee (beauty) 13-Jul-2020 12:00 am [Department approved] Lisa (S006) 13-Jul-2020 12:00 am	Management Approve Reject	
			Total leave days	3								

The approver can approve or reject the application.



When the last group approver approved, the leave status will be updated to "Approved" and send a notification email to the applicant.



Search leave records

Staff > Leave > Search

Leave search													
Shop / Leave staff	<table border="1"><tr><td>All</td><td>All</td></tr><tr><td>Central</td><td>Amy (S007)</td></tr><tr><td>CWB</td><td>Anna (S004)</td></tr><tr><td>MK</td><td>Anna Tsui (Anna)</td></tr><tr><td>TST</td><td>cobi ng (MK001)</td></tr><tr><td></td><td>cobi_testing (MK002)</td></tr></table>	All	All	Central	Amy (S007)	CWB	Anna (S004)	MK	Anna Tsui (Anna)	TST	cobi ng (MK001)		cobi_testing (MK002)
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Leave type	<table border="1"><tr><td>All</td></tr><tr><td>Annual Leave</td></tr><tr><td>Day-off</td></tr><tr><td>Marriage Leave</td></tr></table>	All	Annual Leave	Day-off	Marriage Leave								
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Day-off													
Marriage Leave													
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Status	<table border="1"><tr><td>All</td></tr><tr><td>Prepared, Awaiting for approval</td></tr><tr><td>Approved</td></tr><tr><td>Rejected</td></tr><tr><td>Deleted</td></tr></table> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">The system default selected "Prepared, Awaiting for approval" and "Approved". Users can select other status to view.</div>	All	Prepared, Awaiting for approval	Approved	Rejected	Deleted							
All													
Prepared, Awaiting for approval													
Approved													
Rejected													
Deleted													

Click <Submit> to search.



Application status: Approved

Leave list

Leave staff code	Leave staff name	Leave type	Leave from	Leave to	Leave days	Status	Remark	Upload leave document
S007	Amy	Annual Leave	19-Jul-2020	21-Jul-2020	3	Approved		Upload

Prepared by	Application date	Last updated	Last updated date	Approved by	Approve date
Ivy Lee (beauty)	13-Jul-2020 11:11 am	Ivy Lee (beauty)	13-Jul-2020 12:52 pm	Ivy Lee (beauty)	14-Jul-2020 10:01 am

Team approved by	Team approve date	Department approved by	Department approve date	Management approved by	Management approve date
Ivy Lee (beauty) Undo approve	13-Jul-2020 12:00 am	Lisa (S006)	13-Jul-2020 12:00 am	Gary (S002)	14-Jul-2020 12:00 am

With access right approver who can click <Undo approve> to withdraw approval.

Application status: Rejected

Leave list

Leave staff code	Leave staff name	Leave type	Leave from	Leave to	Leave days	Status
S007	Amy	Annual Leave	24-Jul-2020 (Rejected)	24-Jul-2020	1 (Rejected)	Rejected

If either group of approvers rejected, the application is rejected. The leave status will update to "Rejected" and send a notification email to applicant immediately.

The action of undo reject leave applications is not allowed. Applicant needs to apply leave again.