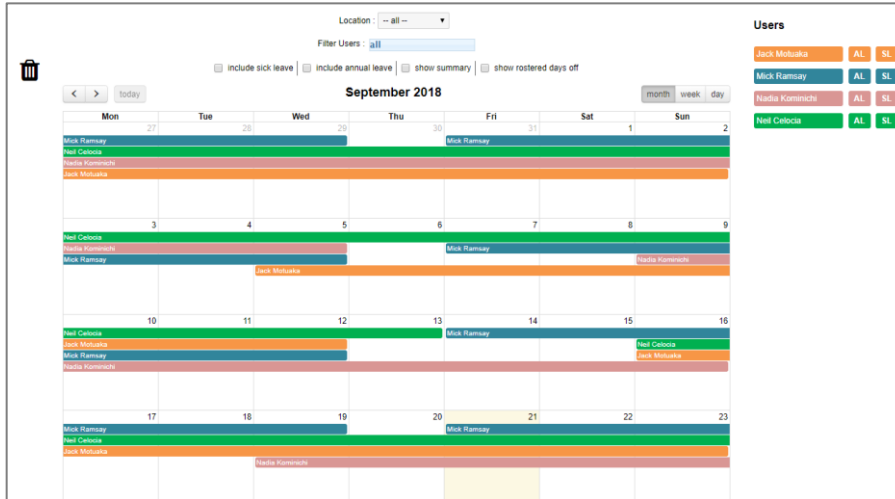


ANNUAL LEAVE AND SICK LEAVE ON THE ROSTER

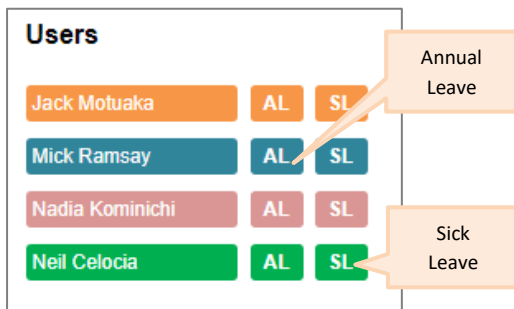
Click on Rosters on your Menu Bar:



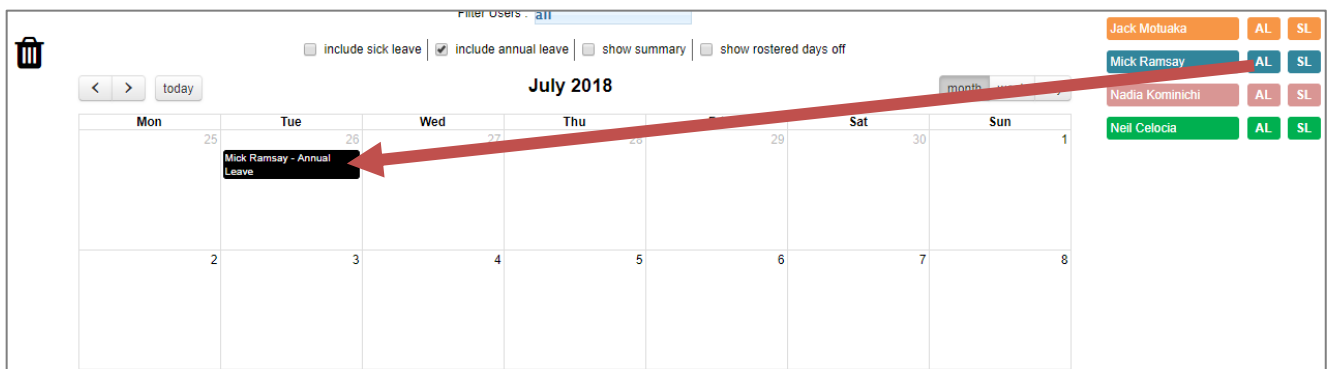
This will bring you to the Roster Calendar:



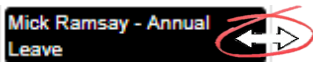
The Users panel can be used to add Annual Leave and Sick Leave to the Roster Calendar:



Drag and drop the Annual/Sick Leave icon from the corresponding team member, onto the desired day on the Roster Calendar:



To extend the Annual Leave/Sick Leave for a period of time, hover on the right-hand end of the entry until your mouse cursor changes to the below icon:



Drag out the entry to the desired day

Alternatively, click on the entry to bring up the following screen:

Leave Details

Team Member : Mick Ramsay
 Leave Start Date : Jun 26 2018
 Leave End Date : Jun 26 2018
 Applicant Comments : * added from roster calendar by Timesmart Limited
 Admin Comments :

Type : Annual
 Status : Approved
 Approved By : Timesmart Limited
 Available Annual Leave : 11.5 day(s) - projected on Jun 26 2018
 Available Sick Leave : 3 day(s) - projected on Jun 26 2018
 Available Alternate Leave : 7 day(s) - projected on Jun 26 2018
 Applied For : 1 day(s)

Take Leave As

Date	AL (10.5)	SL (3)	TIL (7)	RTO	SH	UL
Jun 26 2018	1	0	0	0	0	0
Totals :	1	0	0	0	0	0

Create Timesheets : never, I will add manually

Save Decline

Adjust any details as necessary i.e. Dates

NB: Annual Leave added via the Roster Calendar will automatically populate the Leave Calendar

To delete Annual Leave/Sick Leave, click on the entry and drag it up to the rubbish bin icon located on the top-left of the Roster Calendar:

Filter users: all

include sick leave | include annual leave | show summary | show rostered days off

Jack Motuaka AL SL
Mick Ramsay AL SL
Nadia Kominichi AL SL
Neil Celocia AL SL

< > today July 2018 month week day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26 Mick Ramsay - Annual Leave	27	28	29	30	1
2	3	4	5	6	7	8