

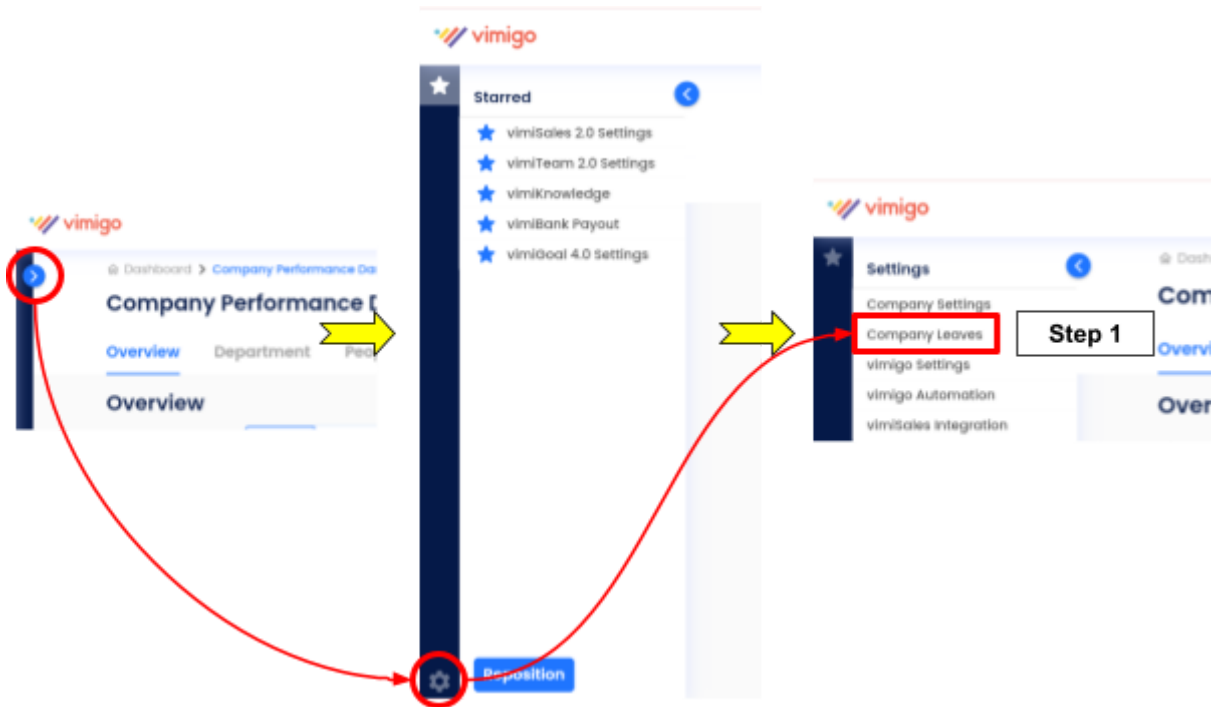


How to create a company vimiLeave and edit people vimiLeave Entitlement individually?

Step 1: Click **Side Menu Icon**  at the upper left, then click on **Setting Icon**  at the bottom left of the side menu bar. Next, click on **Company Leaves**.





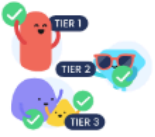

Step 2: Click on **Create New Group** to create a new group
or Click on **Duplicate** to copy the leave group and all its leave types.



Step 3: Fill in the leave group name and description.

Step 4: Select **one of the Approval Types**. Next, click **Submit**.

<p>Default</p> 	<p>This type of approval will notify all approvers simultaneously and only requires either one of the approvers with these types of access rights to process:</p> <ul style="list-style-type: none"> • Employer • HR • Manager (of the same department) • Assigned Supervisor
<p>Single</p> 	<p>All the selected approvers will be notified simultaneously when an application is submitted and it only requires one (1) approval from either one of the approvers to process as approved or rejected.</p> <div data-bbox="446 1680 1356 1881"> <p>Select Access Right <input type="text" value="Select Access Right"/> Select Department <input type="text" value="Select Department"/> Search by Name <input type="text" value="Search by Name"/></p> <p>Select Access Right</p> <ul style="list-style-type: none"> Employer Human Resource / Administrator Manager Staff <p>Select All Deselect All</p> <p>Kumar Admin 06 Customer Service</p> <p> Admin 08 Sales Department</p> </div> <p>Select Access Right / Department / Search by Name.</p>

<p>Multiple</p> 	<p>This type of approval allows you to configure up to 5 tiers of approvers. Each of the tiers can have the minimum approval required set.</p> <ul style="list-style-type: none"> When a new application is submitted, all approvers on each tier will be notified simultaneously. The application will only be processed and approved if it meets the minimum requirement of approval in each tier.
<p>Escalation</p> 	<p>This type of approval allows you to configure up to 5 tiers of approvers. Each of the tiers can have the minimum approval required before the next tier is notified.</p> <ul style="list-style-type: none"> When a new application is submitted, only the first tier of the approval will be notified. Once the application meets its minimum approval requirement of the current tier, then only the application will be escalated and notify the next tier of approvers. If one of the tiers rejects and does not meet the minimum requirement of approval, the next tier of approvers will not be notified and the application will be automatically processed as rejected.

Note: Employer and HR still can override the approval process regardless of the leave approval settings.



Step 5: Click on **the number of leave types** to edit custom leaves.

Company Leaves

Home > Company Leaves

LEAVE GROUP SETTINGS | LEAVE SETTINGS

Create New Group

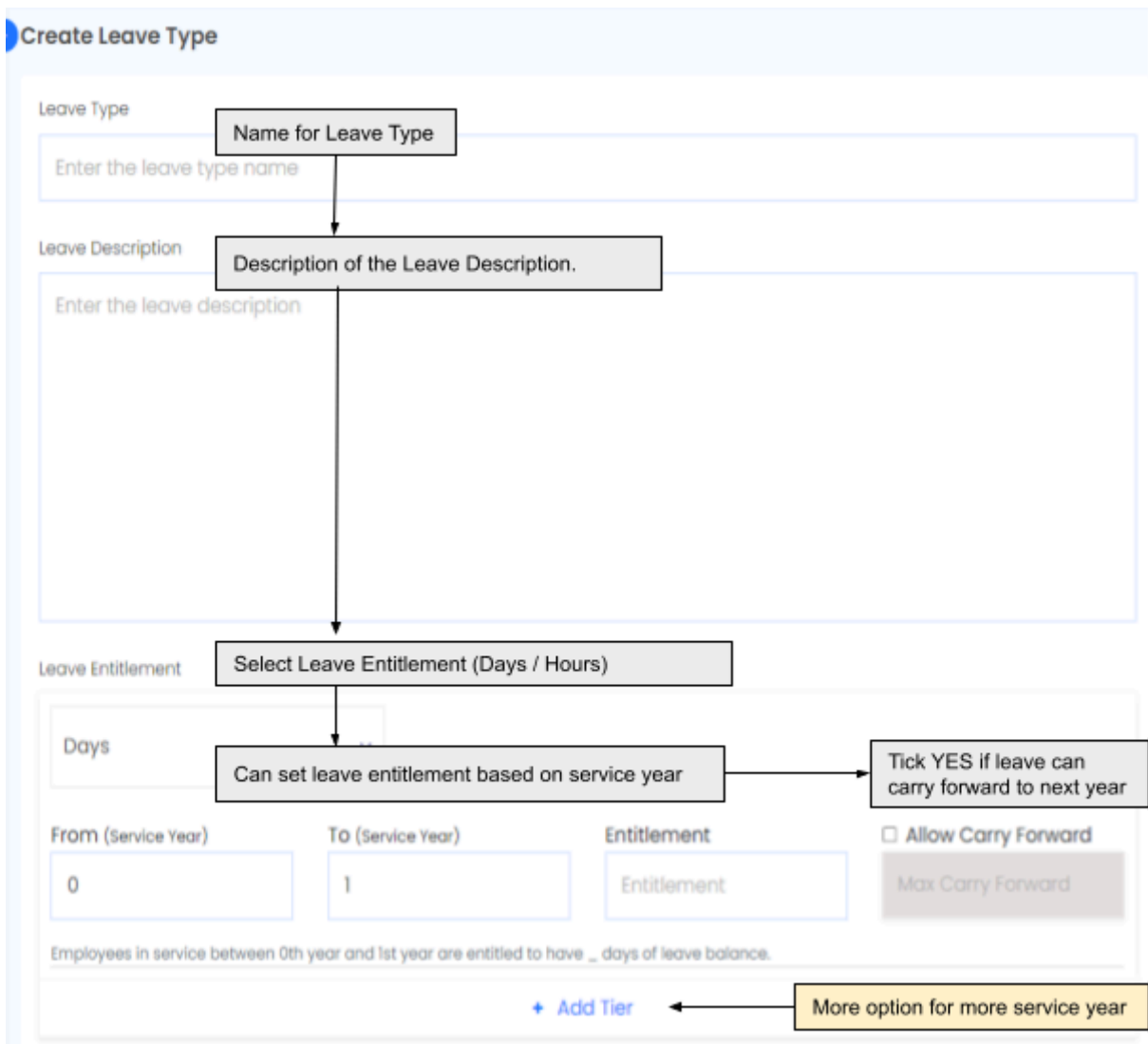
GROUPS	DESCRIPTION	TYPE	TIER	PEOPLE	NO OF LEAVE TYPES	ACTION
Default Group	Default group for lea...	Default	1	PL PL KK TL WT +99	7	Edit People
Multi-Tier	Multi-Tier	Multiple	3	+5	5	Edit People
2023	2023 Leave Group	Default	1		1	Edit People

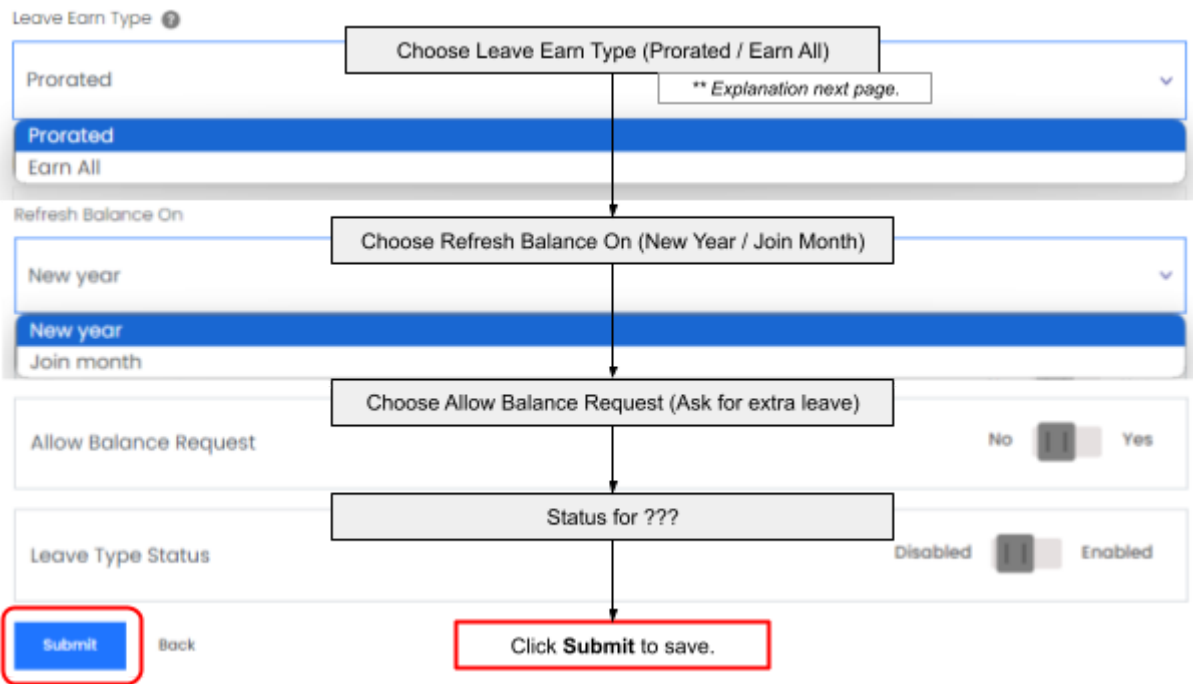
Step 5 (Arrow pointing to the number 7 in the 'NO OF LEAVE TYPES' column)

Step 6: You can create a new leave type by clicking **Create Custom Leaves** and make changes to leave details by clicking the **Edit** button.



Step 7: Fill in all the details. After done, click **Submit** or **Update** after edit.





2 Leave Earn Type

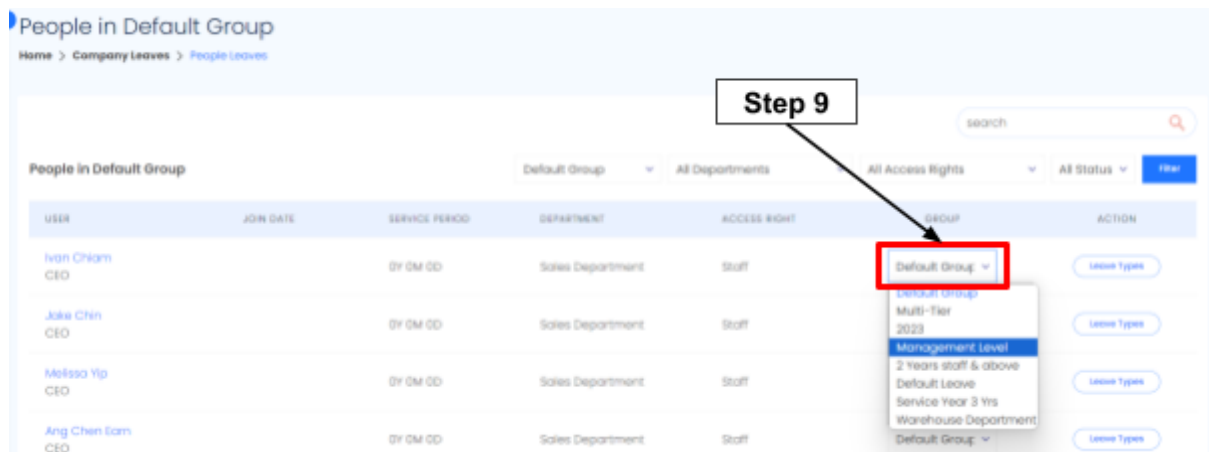
Prorated	<p>to give employees accumulative leaves each month.</p> <p>Example:</p> <ul style="list-style-type: none"> - The leave entitlement for a year is 9 days. - John joined ABC Company on March 1, 2020 <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2"></th> <th colspan="2">Accumulative Leaves (Days)</th> </tr> </thead> <tbody> <tr> <td rowspan="10" style="width: 50px;">2020</td> <td style="width: 100px;">March</td> <td style="width: 50px;">0</td> <td style="width: 50px;">0</td> </tr> <tr> <td>April</td> <td>0.75</td> <td>1</td> </tr> <tr> <td>May</td> <td>1.5</td> <td>2</td> </tr> <tr> <td>June</td> <td>2.25</td> <td>2</td> </tr> <tr> <td>July</td> <td>3</td> <td>3</td> </tr> <tr> <td>August</td> <td>3.75</td> <td>4</td> </tr> <tr> <td>September</td> <td>4.5</td> <td>5</td> </tr> <tr> <td>October</td> <td>5.25</td> <td>5</td> </tr> <tr> <td>November</td> <td>6</td> <td>6</td> </tr> <tr> <td>December</td> <td>6.75</td> <td>7</td> </tr> <tr> <td rowspan="3">2021</td> <td>January</td> <td>7.5</td> <td>8</td> </tr> <tr> <td>February</td> <td>8.25</td> <td>8</td> </tr> <tr> <td>March</td> <td>9</td> <td>9</td> </tr> </tbody> </table> <p style="margin-top: 10px;">>> <i>John can get a total of 9 days leaves in March 2021</i></p>			Accumulative Leaves (Days)		2020	March	0	0	April	0.75	1	May	1.5	2	June	2.25	2	July	3	3	August	3.75	4	September	4.5	5	October	5.25	5	November	6	6	December	6.75	7	2021	January	7.5	8	February	8.25	8	March	9	9
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Earn All	<p>to give employees all leaves every refresh</p> <p>Example:</p> <p>John joined ABC Company on March 1, 2020. There are 9 days of leaves in a year.</p> <p>>> <i>John can get 9 days of leaves on March 1, 2020</i></p>																																													

Step 8: Click **Edit People** in Default Group to move employees to the selected leave group.



***All new employees are in the default group

Step 9: Move selected employee to selected leave group.



Step 10: Tick on the **tick box** and click **Confirm**.



Note: If you move an employee to another group, not only the employee's leave balance will be reset, but all pending applications that have not been approved will be automatically canceled.