How to edit individual leave balance?

Step 1: Head over to **All Features** Tab at the top of the website
Under **Company** list, click on **People.**

| w vimigo | All Features | | | What's new! | 🖲 🧿 🐙 |
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| ③ My vimi ☆ Profile ☆ vimiRoodmap 2.0 | Rewards ✓ Future vimikool 2.0 Settings vimicol 2 | Action Data Collector Announcement Approvals (virniceve Approval Reayout 4.0 Act-in ve Hiton Rayroll Genergor S | Stats Cade and the second s | Company Company Profile Locations People Management ☆ People ☆ Assign People ☆ Deportment | |

Step 2: Click **View** to view the selected employee's profile.

| People | | | | | | | | |
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| Add Reopie 🗕 Manage Royco | d Implayees 🔶 Manage | Poyrall User Role 4 | Manage Subsidiary Company | Import using faces | | | search | ٩ |
| User Limit: 298 / 500 | | | | | | | | |
| People | | | | All Deportments V A | Il Access Rights | Active | All Foces | * New |
| N.L.M. | POSITION | ACCESS RIGHTS | IM46 | DEPARTMENT | STATUS | REDISTURED FACES | | |
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| | | | | | | | Step 2 | |

Step 3: Scroll down to **HR**, click **Edit Leave Entitlement**.



Step 4: Click **Edit** to edit individual leave balance.

| vimiLeave Entitlement | | | | | |
|-----------------------|-------------------|---------------|--------------|---------|--------|
| LEAVE TYPE | LEAVE ENTITLEMENT | LEAVE BALANCE | LEAVE STATUS | HISTORY | ACTION |
| Sick Leave | 14.0 Days | 0.0 Day | Enabled | History | 914 |
| Annual Leave | 8.0 Days | 0.0 Day | Enabled | Holory | 9141 |
| Unpoid Leave | 8.0 Days | 0.0 Day | Enabled | Holory | 9141 |
| Replacement Leave | 0.0 Day | 0.0 Day | Enabled | Hatay | |
| Compassionate Leave | 8.0 Days | 0.0 Day | Enabled | Holory | 07.641 |
| Others | 10.0 Days | 0.0 Day | Enabled | Hatory | 17.641 |
| Birthday Leave | 2.0 Days | 0.0 Day | Enabled | History | 7148 |

Step 5: You can edit leave balance here.

| | Aditya Kumar – Edit vimiLeave Balance Home > Company Leaves > People Leaves > Aditya Kumar's vimiLeave Entitlement > Edit | | | | | |
|------------|--|--------|--|--|--|--|
| | Edit vimiLeave Balance | | | | | |
| | Leave Type | | | | | |
| | Annual Leave | | | | | |
| | Leave Balance (Days) | | | | | |
| | ן • | Step 5 | | | | |
| (_ | Update Back | | | | | |