

## *Leave Passage Management*



- Table of entitlement by company, grade and employment type, throughout the entire group.
- Registration of eligible staff for leave passage benefit into the system.
- User adjustments of claim and entitlement of staff.
- Entitlement tracking and claim transactions of staff throughout the history of employment group wide.
- Definable claim transaction to be for local or oversea travel.
- Full history of local and/or oversea claim.
- Staff Leave passage termination instruction into the system.
- User definable rules of carry forward and utilization, i.e. 1st year entitlement to be carry forward and utilize in year 2 and year 2 onwards unutilized balance to be forfeited – scriptable.
- Carry forward of unutilized balance.
- Full transaction listing for entitlements, claims and adjustments entries.
- Leave Passage entitlement reconciliation report.
- Balance summary and detail report as at any given date.
- Integration to Payroll for EA form reporting.
- User definition of which EA form reporting year to be appeared on.



...The Philosophy of Continuous Improvement