



Leave Application Simple 3-Step Process

STEP 1

Select Leave Type and Dates

The screenshot shows the Neos HR web interface for a leave application. At the top, there is a navigation bar with 'MENU' and 'NEOS HR'. Below this, the user's details are shown: 'Ref: 1387, Position: 10114 - Robert Rashleigh, Unify Solutions Leave Form'. The main content area is titled 'Leave Application' and 'Notes'. A blue box contains instructions for Step 1: '1. Click the button to the left.', '2. In the [improvements] field of the notes section, enter the START and FINISH dates of your leave and click [save comments] (see below). Use the format: DATE MONTH YEAR - TIME TO DATE MONTH YEAR - TIME. Examples: Example 1: 6 July 2020 - 8:00am to 10 July 2020 - 5:00pm; Example 2: 6 July 2020 - 10:00am to 6 July 2020 - 2:00pm; Example 3: 6 July 2020 - 12 noon to 7 July 2020 - 5:00pm'. Below the instructions is a small form titled 'Add Comments For Leave Dates' with a 'Save Comments' button. At the bottom of the main content area, there is a list of leave types: Annual Leave, Personal/Sick Leave (selected), Pressing Domestic Leave, Maternity/Paternity Leave, Special Leave With Pay, and Unpaid Leave. At the very bottom, there are 'Cancel' and 'Delete' buttons and a copyright notice: 'Copyright 1999-2020 Neos Pty Ltd'.

Advantages include:

- Configurable Leave Types to Suite your business
- Configurable to different work areas (e.g. Remote Projects V Head Office)
- Special notes
- Independent management comments can be included
- Independent approval
- 'Big data' available for Corporate analysis
- Leave Type and Usage automatically identified
- Automated reporting
- Full record Keeping
- Full Quality Control
- Full Quality Audit trail

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STEP 2

Automated Leave Form Generated



NEOS HR

Assessor: Mark Shaw
02/11/20 , Ref: 1387

Leave Application Form

Employee Name: Robert Rashleigh
Employee Number: 10114

1. The leave application measures include:

- Leave Period (start to finish):
6 July 12:00 noon to 7: July 2020 5:00pm
- Days of annual leave applied for:
- Days of Personal/Sick Leave:
1 day 4 hours
- Days of Brevement Leave
- Comment on Mmaternity/Paternity leave:
- Days of Special Leave with Pay
- Days of Unpaid Leave:

Mark Shaw
CEO



STEP 3

Management Dashboard

MENU NEOS HR

Leave Form Results

Ref ID	Date	Employee Number	Employee Name	Unit	Segment	Created by	Result	Approved
1390	07/31/2020	26798	Kathryn Shaw	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input type="checkbox"/>
1389	07/31/2020	26798	Kathryn Shaw	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input type="checkbox"/>
1387	07/30/2020	10114	Robert Rashleigh	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input checked="" type="checkbox"/>
1386	07/30/2020	26798	Kathryn Shaw	Leave Form	Unify Solutions Leave Form	Mark Shaw	1	<input checked="" type="checkbox"/>

Search, Refresh, Print, Add, Edit, Reports

View 1 - 4 of 4

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Dashboard includes:

- All history
- Unique ID per record
- Date created
- Type of leave assessment
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

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