

# Staff leave report

Go to Staff > Report > Leave report

### Staff leave report

Staff

All

Active

Inactive

Deleted

All

Ivy (007)

Shirley (008)

Tiffany (010)

Winnie (009)

1. Select staff to view the staff leave report.

2. Select the duration of the leave report.

Period From  /  /  To  /  /

Quick select

- This month
- Last month
- This year
- Last year
- Clear selection

3. Click <Submit> to view report.

Submit

Reset

Cancel

Leave balance in 2016  
 Annual leave after 12-month employment in 2017  
 Pro rata leave balance in 2018

12-month average salary and leave value

HKB2B training system  
 Staff leave report  
 Period : 1-Oct-2018 - 31-Oct-2018

| Staff code | Staff name | Title     | User access group | Join date  | Balance b/f | Annual leave | Pro rata unrealized annual leave | Deduct annual leave | Balance c/f | 12 month average salary | 假期價值        | leave value |
|------------|------------|-----------|-------------------|------------|-------------|--------------|----------------------------------|---------------------|-------------|-------------------------|-------------|-------------|
| 007        | Ivy        | Therapist | Admin             | 2011年6月28日 | 2           | 16           | 4.2                              | -1                  | 21.2        | \$16,000.00             | \$11,306.67 | 1           |
| 008        | Shirley    | Therapist | Admin             | 2016年3月21日 | 5           | 16           | 8.6                              | -7                  | 22.6        | \$16,000.00             | \$12,053.33 | 0           |
| 009        | Winnie     | Therapist | Admin             | 2015年4月27日 | 1           | 16           | 7.1                              | -4                  | 20.1        | \$16,000.00             | \$10,720.00 | 0           |
| 010        | Tiffany    | Therapist | Admin             | 2014年3月28日 | 3           | 16           | 7.0                              | -2                  | 24.0        | \$16,000.00             | \$12,800.00 | 2           |

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Deducted annual leave and current leave balance

Records of approved and non-annual leave

HKB2B training system  
 Staff leave report  
 Period : 1-Oct-2018 - 31-Oct-2018

| Staff code | Staff name | Title     | User access group | Join date  | Balance b/f | Annual leave | Pro rata unrealized annual leave | Deduct annual leave | Balance c/f | 12 month average salary | 假期價值        | leave value |
|------------|------------|-----------|-------------------|------------|-------------|--------------|----------------------------------|---------------------|-------------|-------------------------|-------------|-------------|
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Click the number of days to view leave details.

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Leave report can be printed out or exported to Excel.

Close