

LEAVE PASSAGE MANAGEMENT

KaiZenHR Enterprise Leave Passage Management Module provides the abilities to manage the leave passage benefits given to the employee.

Record Id.	Entry Date	Description	Effective From	Invalid when	Remark
0000000010900000003	08/01/2002	LEAVE PASSAGE ENTITLEMENT	01/01/2002	01/01/3000	

Form view | Grid View

Record Id.: 0000000010900000003 Entry Date: 08/01/2002

Description: LEAVE PASSAGE ENTITLEMENT

Valid from: 01/01/2002 Invalid when: 01/01/3000

Remark:

Generate

Company	Grade Code	Employment Type	Ent. Amount	Grade Name	Employment Type Name
Company: 4ZEG	EXE	PERM	5000	EXECUTIVE	PERMANENT
	MGR	PERM	8000	MANAGEMENT	PERMANENT
Company: ABC	EXE	PERM	5000	EXECUTIVE	PERMANENT
	MGR	PERM	8000	MANAGEMENT	PERMANENT
Company: AIA	EXE	PERM	5000	EXECUTIVE	PERMANENT
	MGR	PERM	5000	MANAGEMENT	PERMANENT
Company: BSNG	EXE	PERM			
	MGR	PERM			

First Last Prior Next Add Modify Delete Exit

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Some key features of the module includes:

- Ability to create the **Entitlement** by multiple companies, grade and employment type.
- Auto computation of the entitlement for a person
- User definable **Entitlement Period** (by year etc.)
- Ability to **Carry Forward** unutilized balance at the end of a period to the following period.
- Brought Forward **Balance Forfeiture / Expiry** setting.
- Tracking of the each **utilization** and details: Overseas / Local trip, destination etc.
- Provides **comprehensive analysis** and operation tracking reports
- **Integration** to Payroll for Benefit-In-Kind Tax Reporting