



DataByte
DYNAMIC SOLUTIONS

LEAVE MANAGEMENT SYSTEM EMPLOYEE GUIDE

Contents

Welcome !	2
Account Setup and login	3
Submitting a Leave Request	3
Notifications	5
Leave Home Screen	5

Welcome !

This Employee guide will help you request leave with **DataByte Leave™**, our Leave Management system module which lives within **DataByte Fusion™**.

More information about Fusion, can be found on a document available for download [here](#).

DataByte Leave™ forms part of **DataByte WorkForce™**, a suite of HR Management and Front Desk software which comprises of our fully integrated [Payroll](#), [Time & Attendance](#) and [Visitor Management](#). Learn more about **DataByte WorkForce™** [here](#).

We hope you like **DataByte Leave™** and please feel free to contact us via email on support@databyte.com.mt.

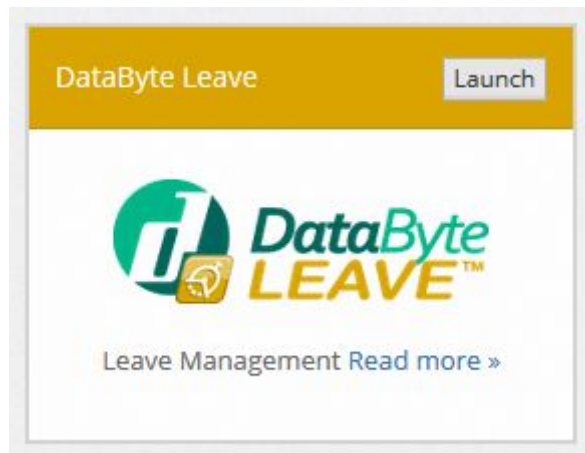
Regards

The DataByte Team

Account Setup and login

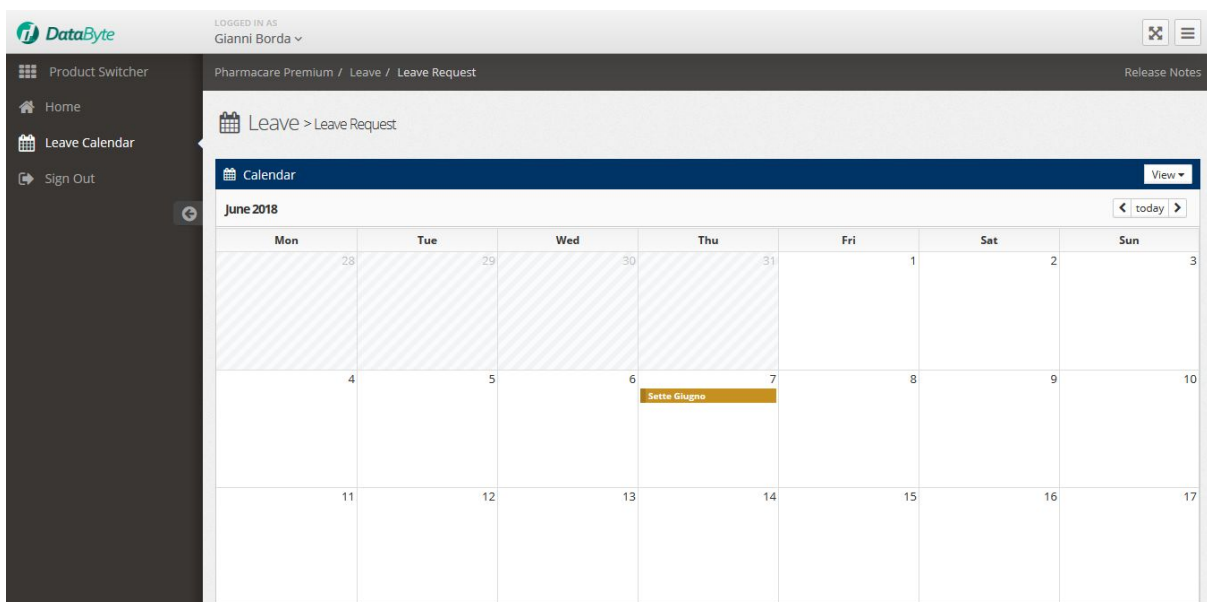
Your Leave Administrator or HR team should provide you with an account to request leave by accessing DataByte Leave™.

To login, simply visit <https://fusion.databyte.com.mt> and click the **'Launch'** button for DataByte Leave™ in order to request leave.



Submitting a Leave Request

After launching DataByte Leave™, you will be presented with the Leave Calendar as shown below.



Click on a day where you would like to book leave and a lightbox will appear showing your leave balances together with additional fields to provide more information about your leave request.

Start by selecting the type of leave you would like to book by expanding the drop down menu underneath **'What Leave Type do you want to request?'**. Selecting an item in this drop down menu will allow you see your leave entitlement for that particular Leave Type.

Request Leave

For which **Employees** are you requesting leave?

Robert Castillo

What **Leave Type** do you want to request?

Vacation

ENTITLEMENT	APPROVED	PENDING	REMAINING
200 Hrs	29 Hrs	0 Hrs	171 Hrs

Start Date

22/03/2018 All day

End Date

22/03/2018

Total Hours

8

You can input a **Remark** to be added to your request.

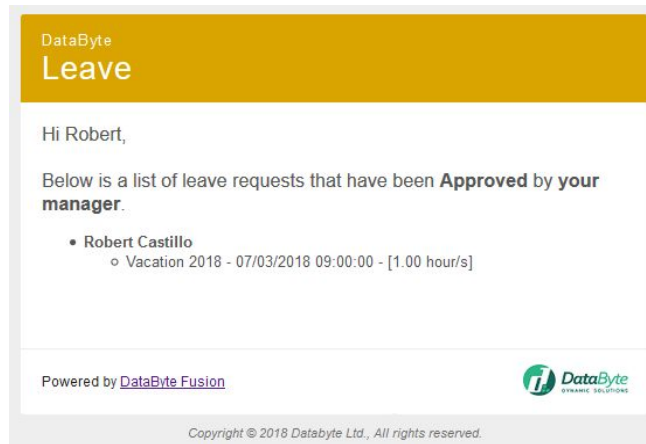
After selecting the Leave Type, proceed with unchecking the **'All day'** checkbox if you would like to request some hours as leave rather than a full working day, and set the hours you would like to request accordingly. Should you be requesting more than 1 full day of leave, you can update the End Date by clicking on date and selecting a new date.

As a final step, you can input a remark if necessary, followed by clicking the **'Request Leave'** button.

Notifications

After you submit your request for leave, your approver will receive an email letting them know about your request.

Once approved or rejected, you will receive an email notification about your leave approval.



Leave Home Screen

With DataByte Leave™, you can quickly take a glance at your vacation leave status by clicking on the 'Home' item in the left hand side menu. Below is an example of the pie chart available on the home screen.

