

Banked/Vacation/Sick Leaves - View and Reports

Business Management System (BMS) has been updated with a new and improved leave reporting. This feature allows users to easily access and view their banked, sick, and vacation leave summaries and details in one place.

The new feature is located on the "My Profile" page, which can be accessed by clicking on the "My Profile" link at the top right corner of the screen as shown below.

My Profile Link

Here are some key features of the new leave reporting:

- Quick Access: Access your leave data quickly by going to the My Profile page.
- Year Selection: The dropdown menu at the top right corner of the screen lets you select the year for which you want to view data.
- Days vs. Hours: The toggle switch at the top right corner of the screen allows you to easily switch between viewing your leave data in days or hours.
- Summary and Details: The summaries are displayed when the page loads, but you can view full details by sliding the switch control to "Show Details".
- Download Reports: There is a download button for each leave type that creates a PDF with a summary and detailed breakdown of the leave type.
- Gauge Indication: Each leave type has a gauge indicating the percentage of leave available.

The screenshot below shows an example of the new leave area.

[banked-sick-vac.jpg](#)

See below for an explanation of the items in the image screenshot above.

1. Year selector.
2. Switch between days and hours view.
3. Information icon, which displays helpful information when you mouse over it.
4. Gauge indicates the percentage of leave available.

5. Switch to show or hide details.
6. Downloads a report of the specific leave type.
7. Show a calculation breakdown for the leave type.

Please note that in a future release, users will have the ability to view their data in days instead of just hours in the downloaded PDF report.

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