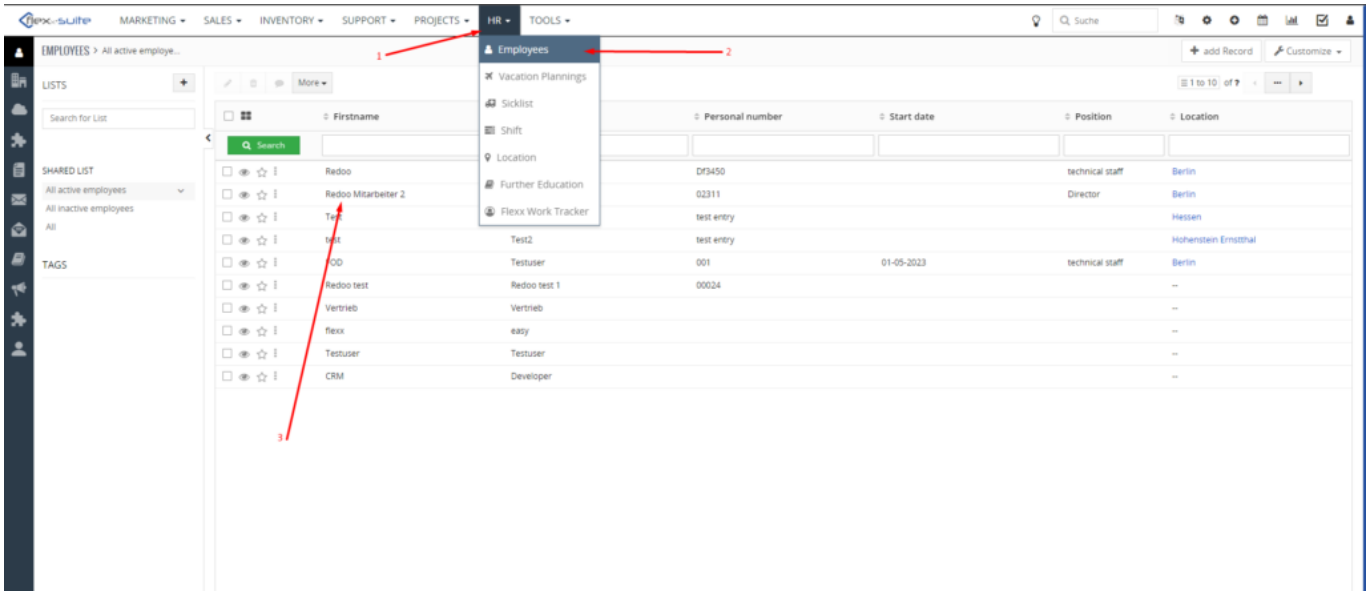
HR-Software ENG

Creation of the leave request in the "Employees" module

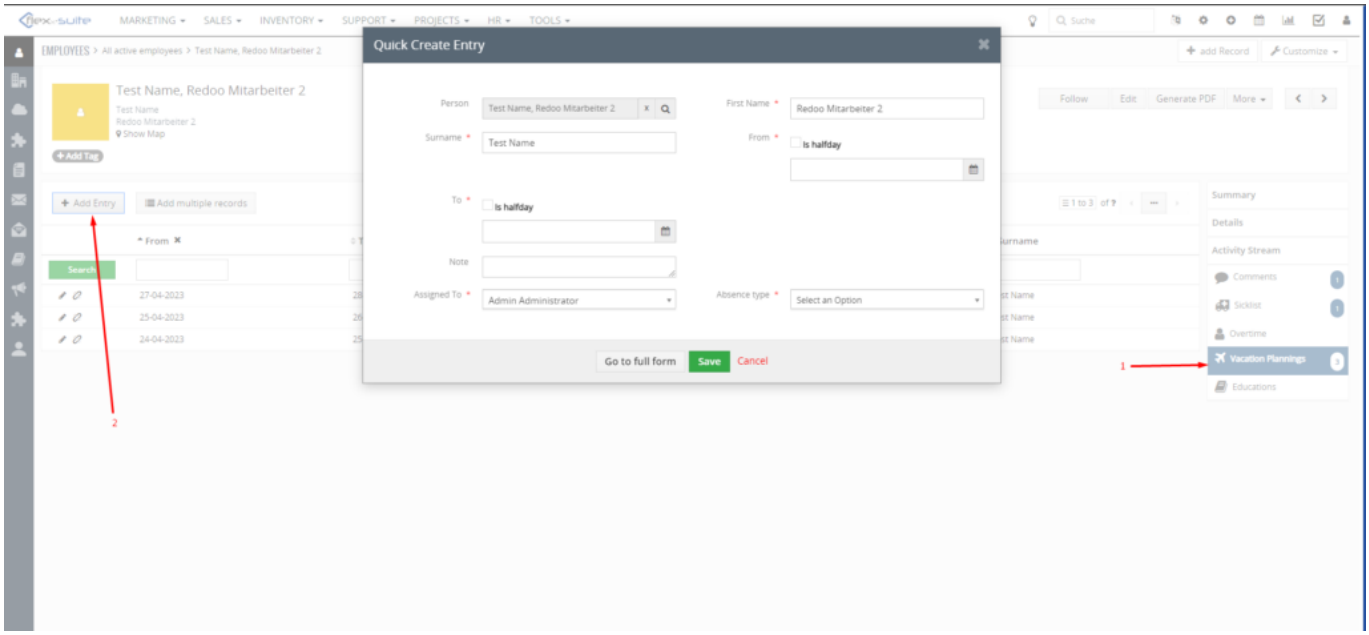
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Employees can create leave requests through their personnel records.

In the HR module, go to the “Employees” menu item and select your personnel entry.



Go to “Vacation&Absences”, add a new record, fill in all required fields:



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Once all the information is entered, go to “Save”.

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