

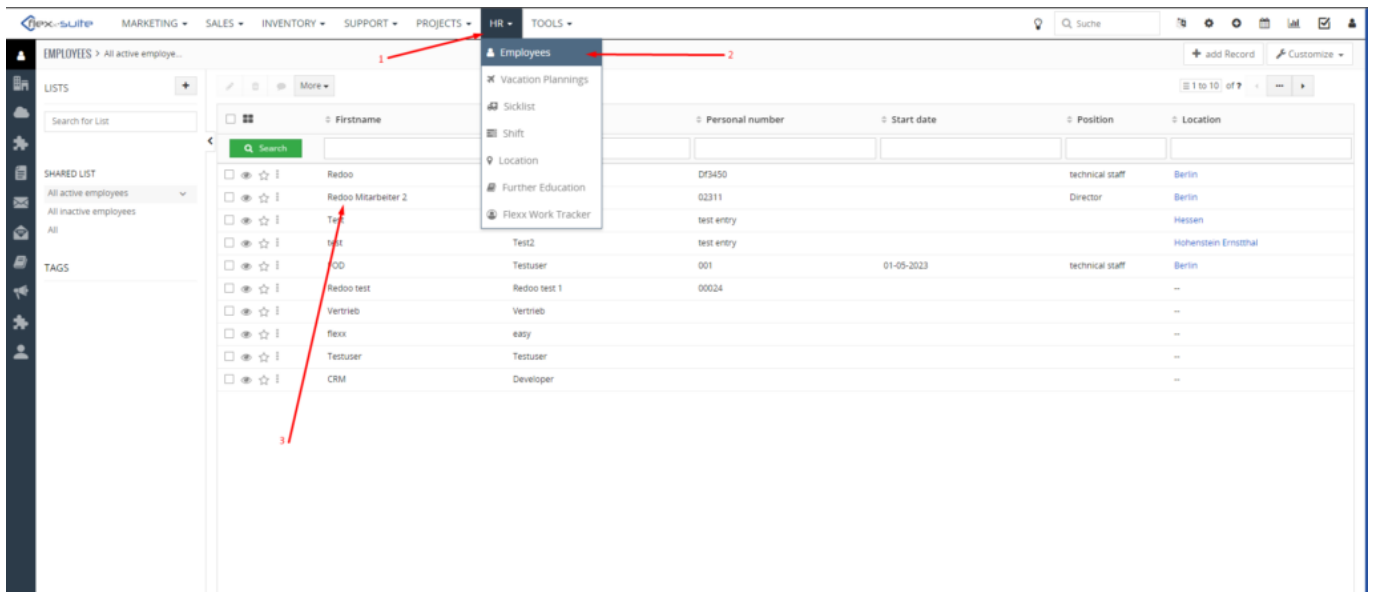


## HR-Software ENG

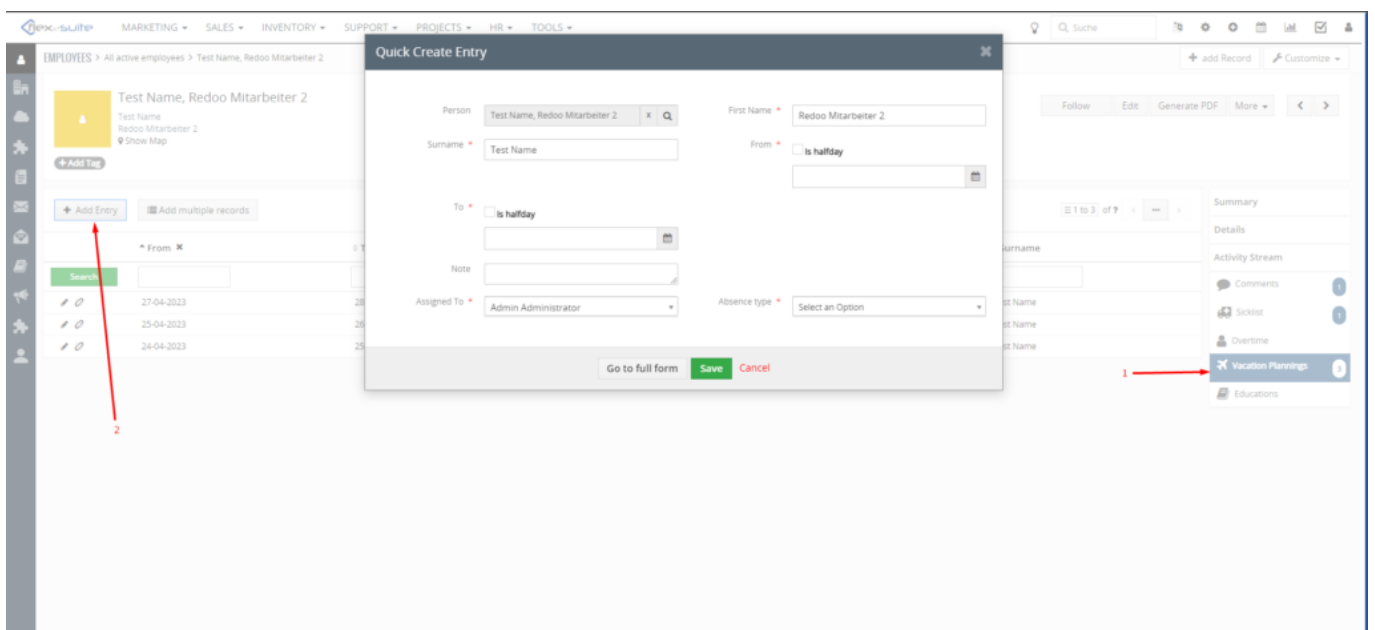
Creation of the leave request in the "Employees" module

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:



Once all the information is entered, go to "Save".

