

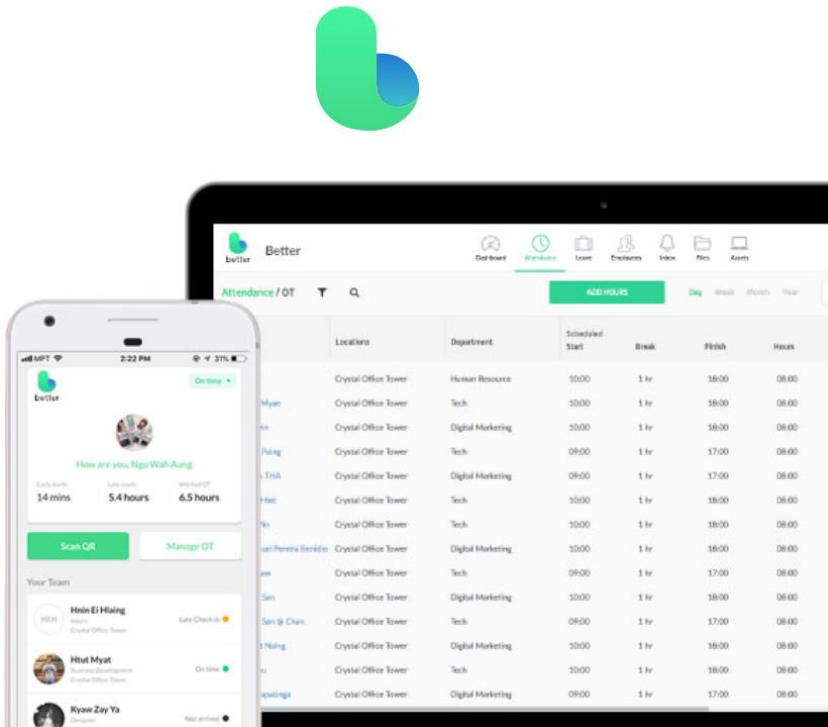
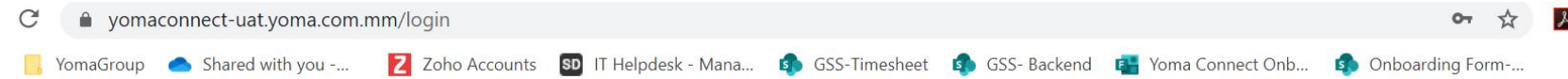


Leave Adjustment

HR Ops Guideline



How to log-in to your account



Log in to your account

 Log in with e-mail

OR

thinthinaung@memoriesgroup.com

.....

Keep me logged in

[Forgot password?](#)

Log in

Version 0.80.0-uat | 0.88.6-uat

Visit to

<https://yomaconnect.yoma.com.mm/login>

Type your email address

Type your password



How to look for the employee you want to edit?



The screenshot shows a web application interface with a top navigation bar. The 'Employees' menu item is highlighted with a green box. An arrow points from the text 'Click on the "Employee"' to the 'Employees' menu item. Below the navigation bar, there is a table with columns for 'Employee Name', 'Auto Attendance', and 'System'. The table contains four rows of employee data.

Employee Name	Auto Attendance	System
മുഹമ്മദ്	No	Act
ergen Fisher	No	Dea
mart She Hwa Tong	No	Dea
മുഹമ്മദ്	No	Act

Click on the "Employee"



Employee Directory  

<input type="checkbox"/>	Employee Legal Name 	Myanmar Name
<input type="checkbox"/>	Min Khant Kyaw (Min Khant Kyaw)	မင်းခန့်ကျော်
<input type="checkbox"/>	Juergen Fischer (Juergen Fischer)	Juergen Fisher
<input type="checkbox"/>	Stewart She Hwa Tong (NA) 	Stewart She Hwa Tong

Click on the search button

Type name of employee you wish to search

How to look for the Leave balance?

Yoma Connect

Dashboard Attendance Leave **Employees**

Min Khant Kyaw
● Graphic Designer - Employee ID : 9014280

	Service
System	* Start Date 10-08-2020
Personal	Employee Service 0 years 2 months 12 days
Badges	* Notice Period 1 Month
Job	Last Rejoined Date
Policy	Working Hours
Payroll	Contract Select
Service	

May check employee name and ID No. here.

Click on "Service" and move down to see the leaves

Editing employee leave balance

Yoma Connect

Dashboard Attendance Leave **Employees** Inbox Assets

Hi! NA

Min Khant Kyaw
Graphic Designer - Employee ID : 9014280

MOVEMENT PROFILE

System	Type of Leave	Days Available	Taken	Remaining Days	
Personal	Annual leave	12	0	12	+ -
Badges	Casual leave	6	0	6	
Job	Compassionate leave	7	0	7	
Policy	Examination leave	7	0	7	
Payroll	Marriage leave	6	0	6	
Service	Maternity leave	98	0	98	

- Make sure employee name and ID are correct.
- Choose the leave you wish to edit.
- Click (+) or (-) to edit.

How to Increase Available Leave?

Annual leave 12 0 12 +

Press “+” to increase available leave balance.

Min Khant Kyaw

Apply to

Days Available Taken

Add Leave Amount [Show Preview](#)

Reason

Choose “Days Available” to increase number of Available Leaves

Insert number of leave you want to add

Write reason

Press “Confirm”

How to Reduce Available Leave?

Annual leave 12 0 12 + -

Press “-” to Reduce Available leave balance.

Min Khant Kyaw

Apply to

Days Available Taken

Add Leave Amount [Show Preview](#)

0

Reason

Please type adjustment reason

Reset Confirm

Choose “Days Available” to reduce number of Available Leaves

Insert number of leave you want to reduce

Write reason

Press “Confirm”

How to Increase Taken Leave?

Annual leave 12 0 12

Press “+”

Apply to

Days Available Taken

Add Leave Amount [Show Preview](#)

15-07-2020, 17-07-2020

2020 July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

1- Choose “Taken” to Increase the Taken Leaves

2- Click to select the dates leaves were taken

3- Click “OK”

Note

Click on one date and may choose half day leave; morning or evening

Add Leave Amount [Show Preview](#)

15-07-2020, 17-07-2020

Days Available	Taken	Remaining Days
14	3	11

Used as this leave

Full Day Morning Evening

Reason

Please type adjustment reason

4- Press “Show Preview” to see the result

5- Preview result

6- Write reason

7- Press “Confirm”

How to Reduce Taken Leave?

Annual leave 12 0 12 + -

Press “-” to delete the taken leave.

Min Khant Kyaw

Apply to

Days Available

Taken

Click “Taken”

Subtract Leave Amount

Show Preview

- 2020-10-20 - Annual (Full Leave) ×
- 2020-10-21 - Annual (Full Leave) ×

Press “Show Preview”
Click “x” on the leave you wish to cancel

Reason

Please type adjustment reason

Write reason and click on refresh button

Reset

Confirm

Click “Confirm”

Leave Adjustment History



Min Khant Kyaw

Graphic Designer - Employee ID : 9014280

MOVEMENT

PROFILE

System	Marriage leave	6	0	6
Personal	Maternity leave	98	0	98
Badges	Medical leave	30	0	30
Job	Paternity leave	15	0	15
Policy	Substitute leave	0	0	0
Payroll	Time In Lieu leave	0	0	0
Service				

View History

Leave History

Start date	To	End date
22 October, 2020	Add Leave by Thin Thin Aung	
Available Leave : 14.0days Annual Leave Add : 2.0 day Reason : Entitlement change		
22 October, 2020	Subtract Leave by Thin Thin Aung	
Annual Leave Subtract : 1 day Reason : Cancel 1 day leave		

Click "View History" button at the end of the leave balance to see the history of the adjustment leave from employee profile.



Leave Report Guideline



How to export Leave Report from Yoma Connect?

The screenshot shows the Yoma Connect dashboard with the 'Leave' menu item highlighted in green and labeled with a red '1'. Below it, the 'Default Benefit' dropdown menu is highlighted in green and labeled with a red '2'. To the right, the three-dot menu icon is highlighted in green and labeled with a red '3', and the 'Export Excel' option is highlighted in green and labeled with a red '4'. The main content area displays a table with columns for 'Taken' and 'Remains' for different leave types: Casual and Compassionate.

Year	Taken	Remains	Casual Available	Casual Taken	Casual Remains	Compassionate Available	Compassionate Taken	Compassionate Remains	Compassionate Available
-	35.0	6.0	6.0	-	6.0	7.0	-	7.0	7.0
7.0	5.0	6.0	6.0	-	6.0	7.0	-	7.0	7.0
5.0	6.0	6.0	6.0	-	6.0	7.0	-	7.0	0.0

The screenshot shows the Yoma Connect interface with the 'Exported leaves report to download' notification highlighted in green and labeled with a red '5'. Below it, the 'Exported employees report to download' notification is visible. At the bottom, the downloaded file 'leave_2020_chit-my...xls' is highlighted in green and labeled with a red '6'. The interface also shows a notification that 'Your tasks is automatically remove after 7 days.'

1. Click on "Leave"
2. Click on "Default Benefit" and choose benefit accordingly.
3. Click on 3 dots on the right side of the screen.
4. Click Export Excel.
5. Once the file is ready to be downloaded, click "Download".
6. Click on the downloaded file and save on your computer.