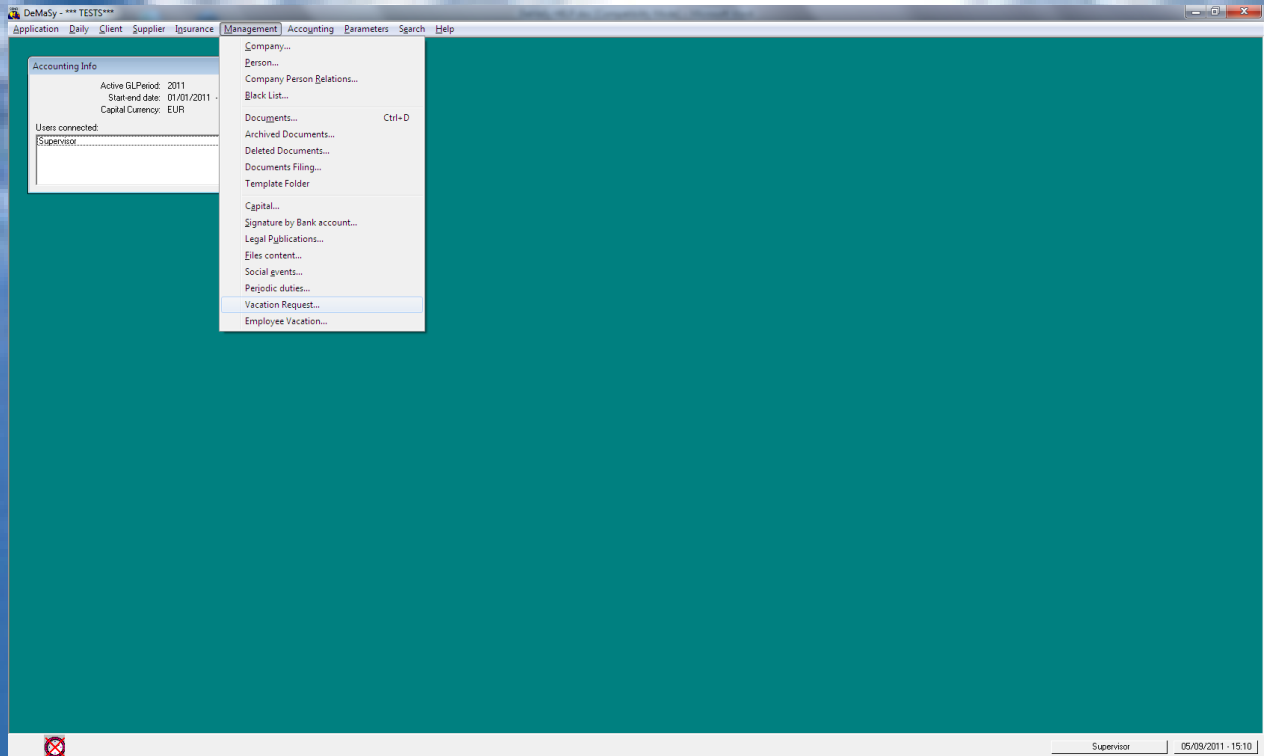


## MODULE VACATION MANAGEMENT



### BUTTON VACATION APPROVAL ON VACATION REQUEST

This screen allows the authorized person to approve the vacation requests.

When approved the vacation request will be recorded in the timesheet and the scheduling.

The vacation will be approved depending on the number of approvals required as set in the options.

The persons listed and allowed to approve vacation request will be the one assigned on the vacation job.



(DeMo 2016) ABACAB - Vacation Approval - (Edit mode)

Approval for: Bond James

[Edit](#)

Request date: 01/11/2018

[Cancel](#)

Vacation from date-time: 19/11/2018 08:00

Vacation to date-time: 19/11/2018 18:00

Status	To be approved by	Approval Date	Approval Time	Description
Pending	Drot Thierry			
Pending	Pierre Dupont			

[Final approval](#)

[Scheduling...](#)

Description:

Status: Pending



[Exit](#)

To approve a vacation request the user must edit the line and change the status to approved or refused  
Description is a free text comment.  
SCHEDULING button calls the scheduling screen



## REPORTS

(DeMo 2016) ABACAB - Report select

- ENVELOPES - LABELS
- HUMAN RESSOURCES
  - Transaction Log
  - List of Users
  - Security Groups
  - Users - Security Groups
  - Rights by users
  - Rights by user group

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  - List of Employees
  - Employees data
  - Employee - Defaut Billing Rate
  - Billing Rates by job
  - Billing by timereport type
  - Billing by timereport employee and Timereport type

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  - Vacation requests
  - Vacation scheduling
  - Vacations taken
  - Overtime
  - Recoverable Overtime hours
  - Illness report
  - Expense report
  - Legal Vacation by employee