Web Self Service -
History Leave Transactions

sage

Employees will be able to view current submitted and history leave transactions.
Click on the **Leave** option on the navigation bar and then the **History** option.
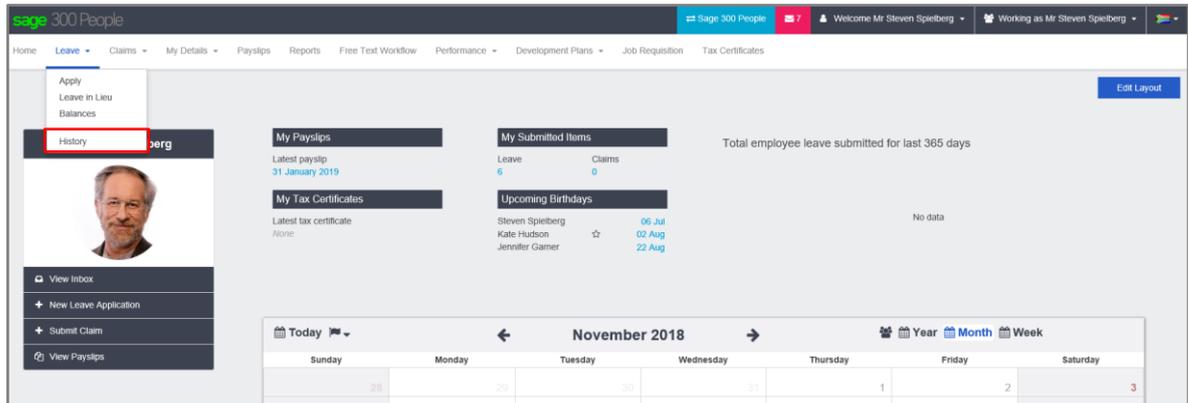
The History Transaction screen displays all history transactions already processed and all new leave transactions still awaiting final approval. These transactions will be sorted by latest transaction first.

The Completed Leave Items section will display all processed leave transactions.

You can click on the **Cancel** button to cancel a leave transaction that has been processed to the system.

A message will be displayed that prompts you to acknowledge that you want to cancel the transaction.
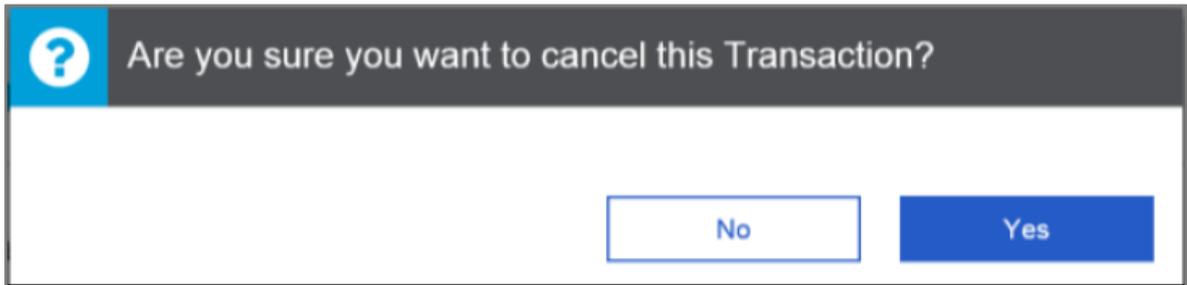
Select **Yes** to cancel the transaction.

Once the cancelled leave transaction has been approved, it will be posted to the Sage 300 People system and the leave balances will be recalculated accordingly. Both the original transaction as well as the new cancelled transaction will be listed here once approved. The cancelled transaction will display the original units as a negative value. Should the Cancel button not be available, it means that the transaction was cancelled already or there is no Process Definition set up in Sage 300 People to allow the user to Cancel the transaction.

The Leave Items in Progress section will display all leave transactions still in the workflow, awaiting final approval.

You can click on the **Cancel** button to cancel a leave transaction still in progress. A message will be displayed that prompts you to acknowledge that you want to cancel the transaction.
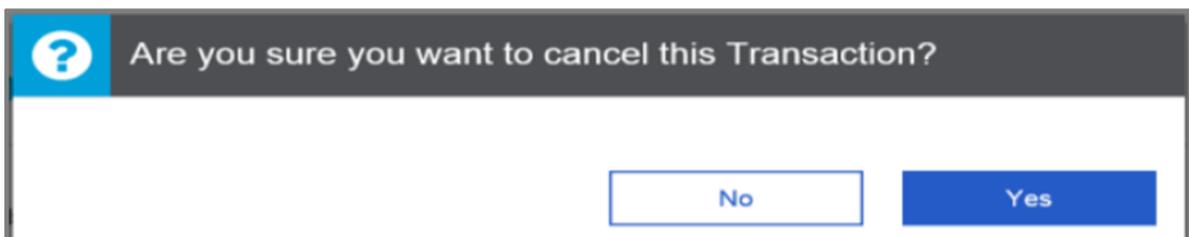
Select **Yes** to cancel the transaction. The cancelled leave transaction will be removed from workflow and deleted.

The Cancel Leave Items in Progress section will display all cancelled leave transactions that have not been processed yet, i.e. history transactions that were cancelled from the Completed Leave Items section awaiting approval.

To view more leave transactions for any one of the three sections, you can use the arrows to navigate to other pages or click on the required page at the bottom of each section.

If any leave history transaction is ticked for Take-on Transaction, cancelling the before mentioned transaction will not reduce the employee's available leave with the units taken specified in the transaction.

This will normally be history transactions for the employee that the employer would like to keep track of for history purposes. This checkbox is an indication of whether this transaction was only captured for history purposes, i.e. did not reduce the employee's available leave balances.