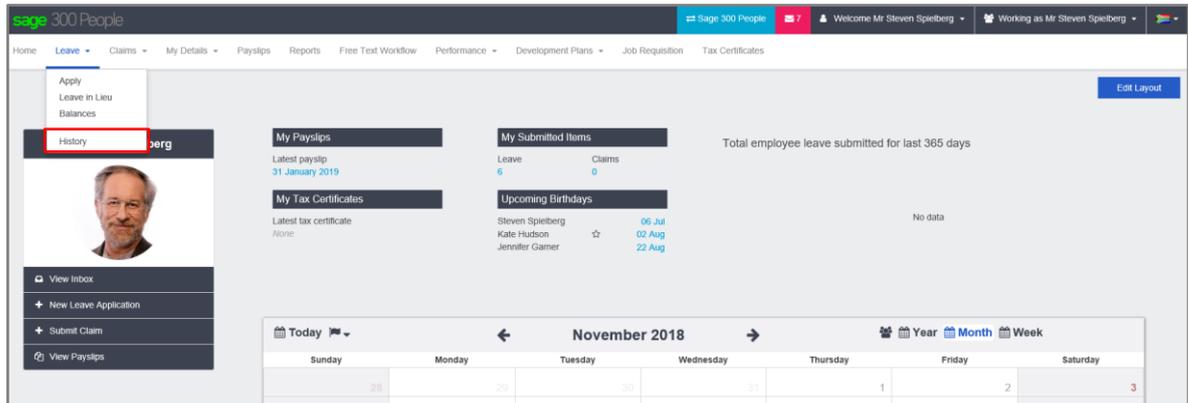


# Web Self Service - History Leave Transactions



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.

Completed Leave Items											
Drag a column header and drop it here to group by that column											
	Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved	Final Approver
<input type="button" value="Cancel"/>	Annual Leave	371319	26 Oct 2018	26 Oct 2018	1.0000	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="button" value="Cancel"/>	Annual Leave	371385	07 Sep 2018	07 Sep 2018	1.0000	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>			

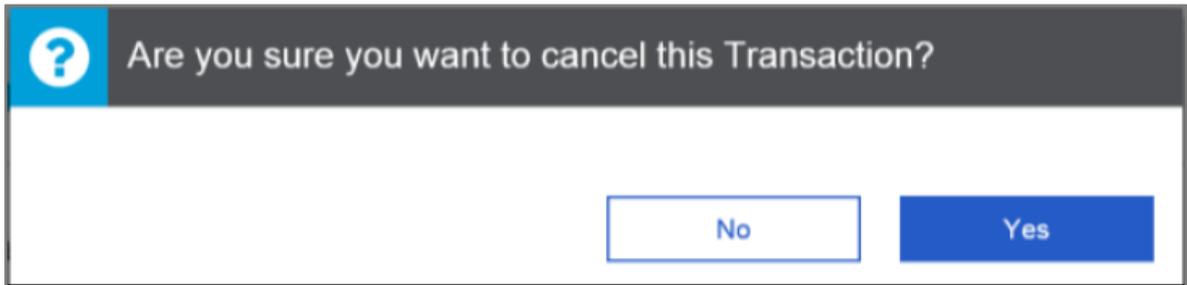
Leave Items In Progress											
Drag a column header and drop it here to group by that column											
	Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved	Final Approver
<input type="button" value="Cancel"/>	Annual Leave	E071100-T0047-N00001	12 Dec 2018	19 Dec 2018	5.0000	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	13 Nov 2018		

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

Completed Leave Items											
Drag a column header and drop it here to group by that column											
	Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved	Final Approver
<input type="button" value="Cancel"/>	Annual Leave	371319	26 Oct 2018	26 Oct 2018	1.0000	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="button" value="Cancel"/>	Annual Leave	371385	07 Sep 2018	07 Sep 2018	1.0000	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>			

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 screenshot shows the "Leave Transactions" section for employee RSA001 - Mrs Q Latifah. A table lists various leave transactions. One transaction is highlighted with a red box, showing a negative unit value.

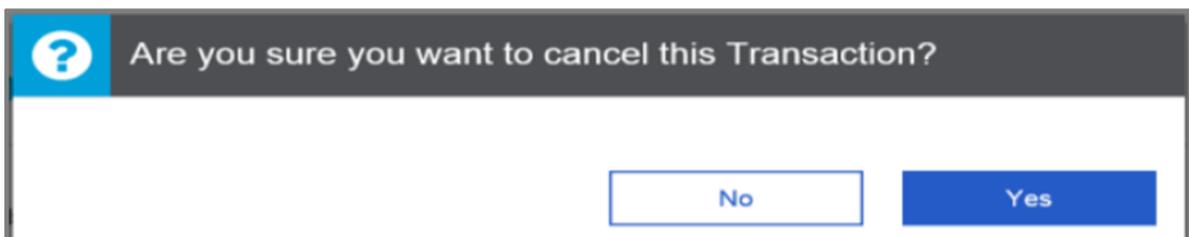
Leave Type	From Date	To Date	Units Taken	Leave Reason	Comment	Reference Number	Note Received	Takeon Transaction	Payroll Transaction	Process Status	From	To	Apply selection L...
RSA_LEAVE...	2017/11/09	2017/11/09	1.0000			E000008-T0006...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...			
RSA_LEAVE...	2017/11/09	2017/11/09	-1.0000			E000008-T0006...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...			
RSA_ANNU...	2018/03/07	2018/03/08	2.0000			E000008-T0001...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...			<input type="checkbox"/>
RSA_ANNU...	2018/07/01	2018/07/02	0.5000			E000008-T0001...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...			<input type="checkbox"/>
RSA_ANNU...	2018/07/02	2018/07/02	1.0000			E000008-T0001...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...	A - AM (Morn...	P - PM (Aft...	<input type="checkbox"/>
RSA_ANNU...	2018/08/08	2018/08/08	1.0000			E000008-T0001...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...	A - AM (Morn...	P - PM (Aft...	<input type="checkbox"/>
RSA_ANNU...	2018/08/15	2018/08/15	1.0000			E000008-T0001...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...	A - AM (Morn...	P - PM (Aft...	<input type="checkbox"/>
RSA_ANNU...	2018/08/16	2018/08/16	1.0000			E000008-T0001...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...			<input type="checkbox"/>
RSA_ANNU...	2018/10/28	2018/10/29	0.5000			E000008-T0001...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROC - Proc...			<input type="checkbox"/>

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

The screenshot shows the "Leave Items In Progress" section. A table lists leave transactions. A "Cancel" button is visible next to the first transaction.

Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved
Annual Leave	E071100-T0047-N00001	12 Dec 2018	19 Dec 2018	5.0000	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	13 Nov 2018	

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.

Leave Items In Progress											
Drag a column header and drop it here to group by that column											
	Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved	
<div style="text-align: center;"> <span>«</span> <span>◀</span> <span>0</span> <span>▶</span> <span>»</span> </div>											

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.

Cancel Leave Items In Progress											
Drag a column header and drop it here to group by that column											
	Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved	
<div style="text-align: center;"> <span>«</span> <span>◀</span> <span>1</span> <span>▶</span> <span>»</span> </div>											

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.

Completed Leave Items											
Drag a column header and drop it here to group by that column											
	Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved	Final Approver
<div style="text-align: center;"> <span>«</span> <span>◀</span> <span>1</span> <span>▶</span> <span>»</span> </div>											
1 - 2 of 2 items											
Leave Items In Progress											
Drag a column header and drop it here to group by that column											
	Leave type	Reference Nu...	From Date	To Date	Units Taken	Leave reason	Note Received	Takeon Trans...	Date Submitted	Date Approved	Final Approver
<div style="text-align: center;"> <span>«</span> <span>◀</span> <span>1</span> <span>▶</span> <span>»</span> </div>											
1 - 1 of 1 items											

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.