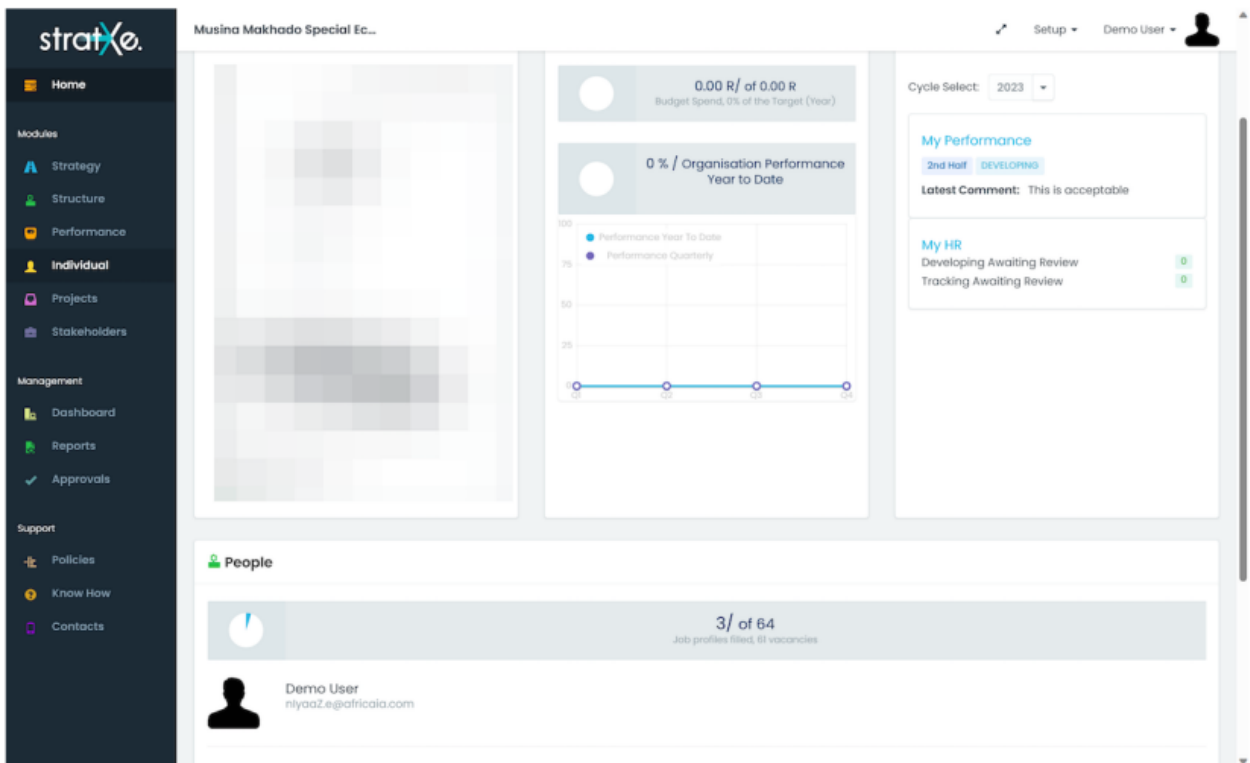


# Logging Times and Requesting Leave

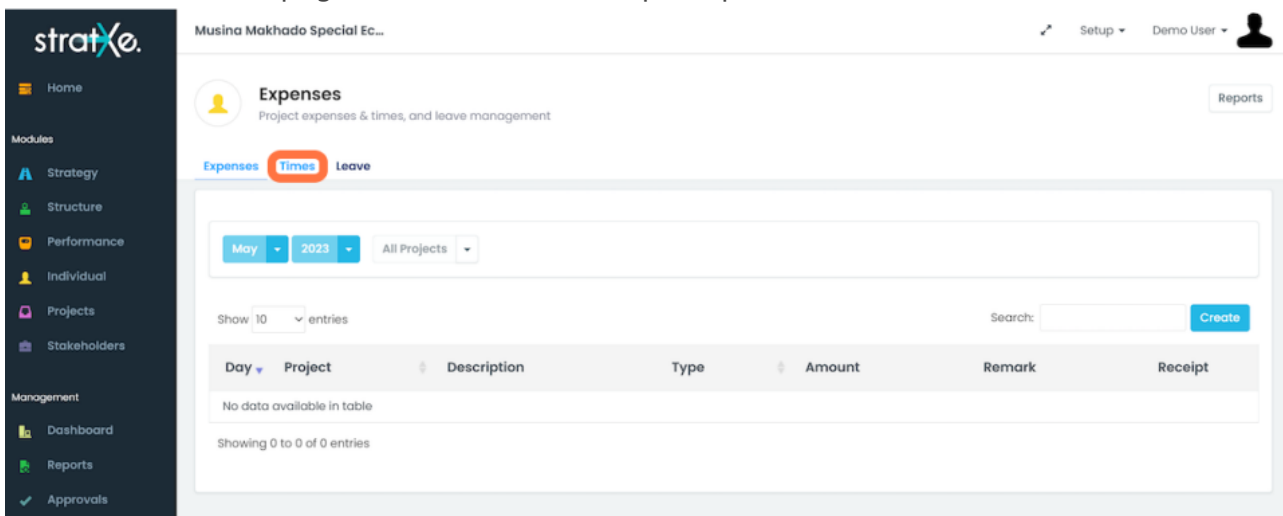
- [Logging and Tracking Your Times](#)
- [Requesting Leave](#)

# Logging and Tracking Your Times

1. StratXE allows you to log and track the time users have spent on particular tasks and projects. To begin login times, click on the "Individual" module.



2. On the "Individual" page, click on "Time" to open up the users timesheet.



3. Click "Create" to add a new entry. Starts off by selecting the date for the new times

entry.

The screenshot shows the 'stratXo' application interface. On the left is a dark sidebar with the 'stratXo' logo and a list of modules: Home, Strategy, Structure, Performance, Individual, Projects, Stakeholders, and Management (Dashboard, Reports, Approvals). The main header area displays 'Musina Makhado Special Ec...' and user information 'Setup Demo User'. The 'Times' section is active, showing 'Project expenses & times, and leave management'. Below this are tabs for 'Expenses', 'Times', and 'Leave'. A form for logging time is shown with the following fields: Date (May 1, 2023), Project (All Projects), Type (Overtime), Time (8:00), and Description. A 'Create' button is located at the bottom right of the form.

4. Select the project the times being logged where dedicated to.

This screenshot shows the same 'stratXo' interface, but the 'Project' dropdown menu is now open. The dropdown menu is located below the 'Date' field and contains a list of projects. The project 'MMSEZ Corporate' is highlighted in the dropdown. The 'Type' field is still set to 'Overtime', and the 'Time' field is still '8:00'. The 'Description' field is empty. The 'Create' button is still present at the bottom right of the form.

5. Select the type to classify what type of time is being logged, usually this would be either Regular or Overtime.

Project	Type	Time	Descrip
MMSEZ Corporate ▾	Regular ▾	8 ▾ : 0 ▾	

- Use the description field to give details about the tasks undertaken during the logged time.

Cre

Description

: 0 ▾

Auditing Financial Statements

Save

- Clicking on the dropdown trigger next to "Save" will allow the user to duplicate the time for the next day or next week.

Create

tements

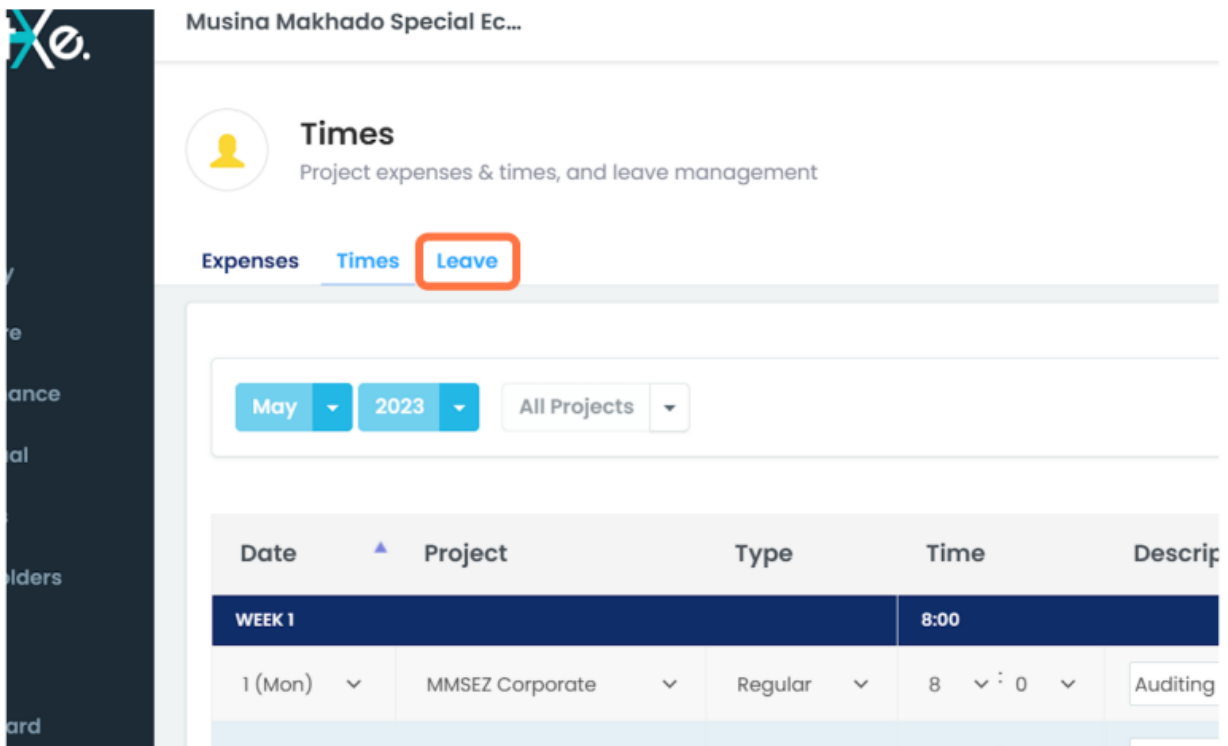
+ Save

▶▶ Save & Duplicate Next Day

▶ Save & Duplicate For Week

# Requesting Leave

1. StratXE allows user to request for leave, which can then be approved by the relevant line manager. In order for a user to request leave, from the Individual module page, click on "Leave".



The screenshot displays the StratXE user interface. On the left is a dark sidebar with the 'Xe.' logo and various navigation options. The main header area shows the user's name 'Musina Makhado Special Ec...' and the module title 'Times' with a subtitle 'Project expenses & times, and leave management'. Below this are three tabs: 'Expenses', 'Times', and 'Leave', with 'Leave' highlighted by a red rectangle. The 'Leave' section includes filters for 'May', '2023', and 'All Projects'. A table below shows a weekly summary for 'WEEK 1' with a total time of '8:00'. The table has columns for Date, Project, Type, Time, and Description.

Date	Project	Type	Time	Description
WEEK 1			8:00	
1 (Mon)	MMSEZ Corporate	Regular	8 : 0	Auditing

2. In the Leave window, click on "Request".

3. In the dialogue box that appears, fill in the relevant details about the leave request. You can give a brief description about the nature of the leave required, and attach any supporting documents. Click "Request" to save and submit the leave request.

4. In the Individual page, under Leave, Line managers will see any pending leave requests that need approval. To begin review of leave requests, line managers will click "Process" next to the request.

5. The line manager will be able to review all the details submitted when the employee requested leave. Should the Line manager approve the leave, an email will be sent to the user notifying them of the approval. If the line manager declines the leave request, they will be required to submit feedback regarding why the leave was declined.

Home

Modules

Strategy

Structure

Performance

Individual

Projects

Stakeholders

Management

Dashboard

Reports

Approvals

Support

Policies

Know How

Contacts

## Annual Leave

Date 02 May

Duration Hours: 4

Out Of Policy

Requester Comment Family Obligations

Your Comment

feedback on request

Action

APPROVE

DECLINE

CANCEL



7.83

Annual Leave  
1 Feb 23 to current

BF

3.33

Accrued

5

Used

0.5

Details

Submit



2023



MTH	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T							
JAN						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	
FEB			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							
MAR			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				
APR					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			
MAY				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			
JUN					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			
JUL						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		