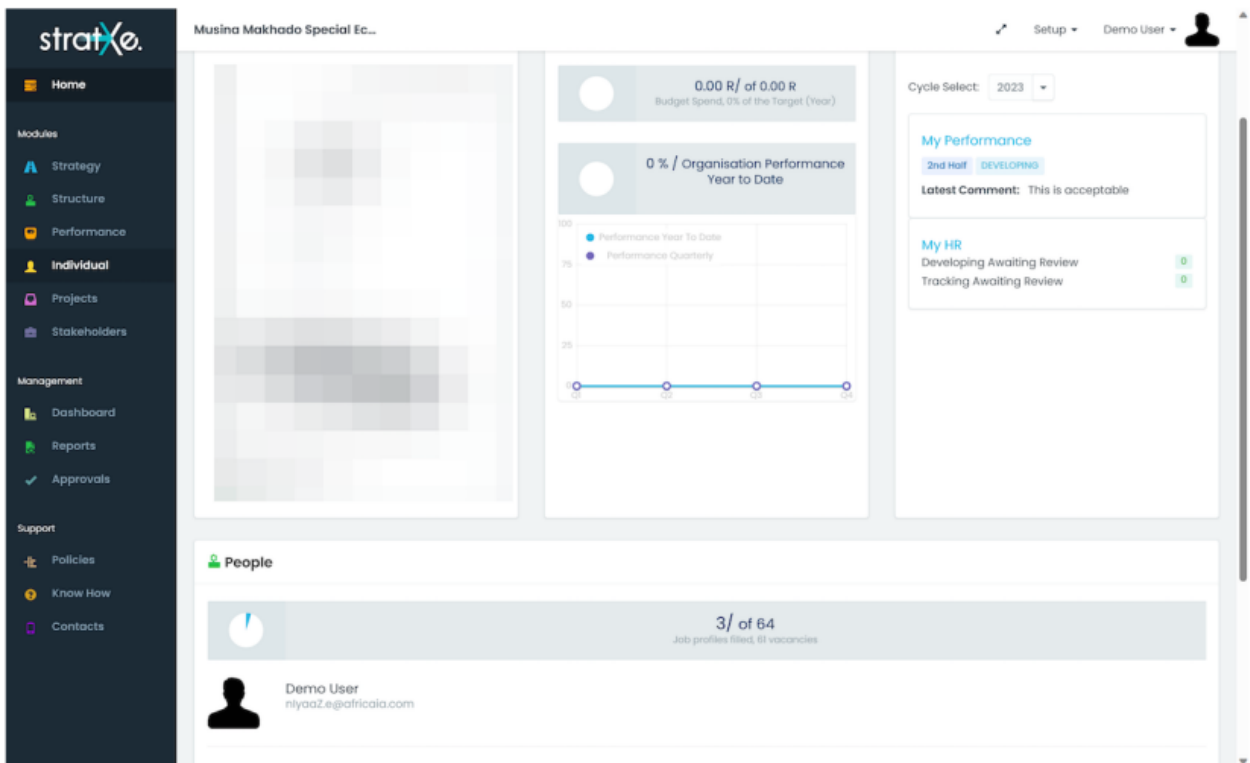


Logging Times and Requesting Leave

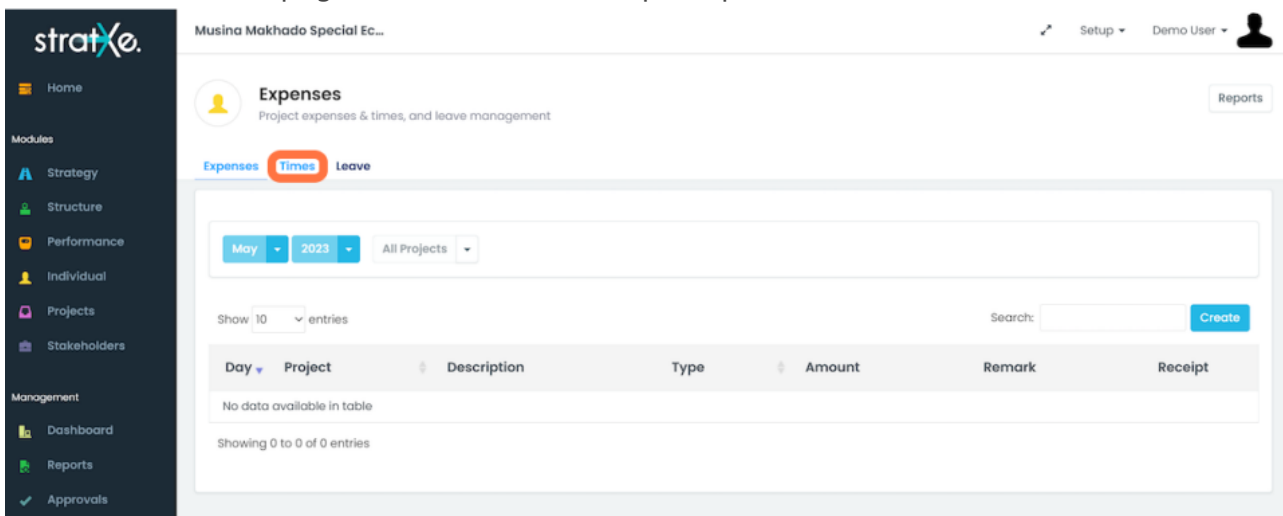
- Logging and Tracking Your Times
- Requesting Leave

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 'Times' management interface in stratXo. The sidebar on the left contains navigation links for Home, Modules (Strategy, Structure, Performance, Individual, Projects, Stakeholders), and Management (Dashboard, Reports, Approvals). The main header displays the user's name 'Musina Makhado Special Ec...' and a 'Setup' button. The 'Times' section is active, showing tabs for Expenses, Times, and Leave. A form is displayed with the following fields: Date (May 2023), Project (All Projects), Type (Overtime), Time (8:00), and Description. A 'Create' button is located at the top right of the form.

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

This screenshot shows the 'Times' management interface with the 'Project' dropdown menu selected. The dropdown menu is open, displaying a list of projects, with 'MMSEZ Corporate' highlighted. The 'Type' dropdown is also visible, showing 'Overtime' selected. The 'Date' field is set to May 2023, and the 'Time' field is set to 8:00. A 'Save' button is located 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	Description
MMSEZ Corporate ▾	Regular ▾	8 ▾ : 0 ▾	

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

Cre

Description
<div>: 0 ▾</div> <div>Auditing Financial Statements</div> <div>Save</div>

- 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

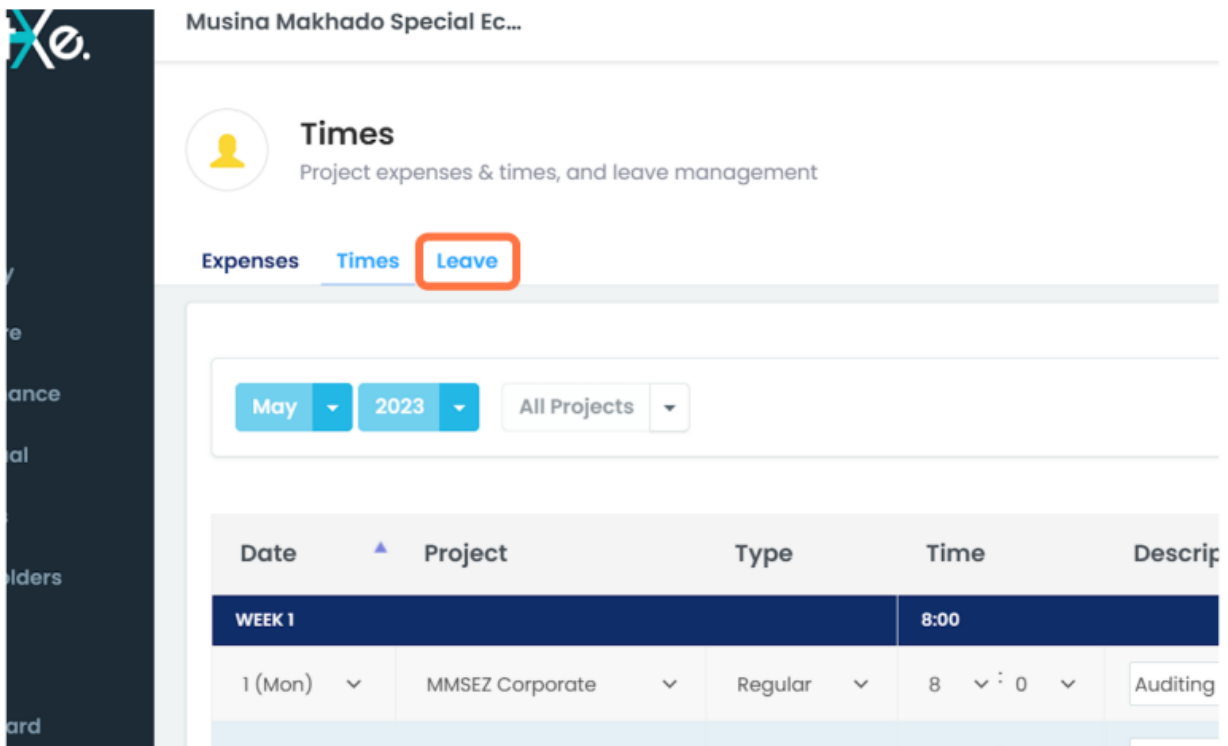
+ Save

▶▶ 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 for the 'Times' module. The header shows the user 'Musina Makhado Special Ec...'. Below the header, the 'Times' section is active, with sub-tabs for 'Expenses', 'Times', and 'Leave'. The 'Leave' tab is highlighted with a red box. Below the tabs, there are filters for 'May', '2023', and 'All Projects'. A table below shows a summary for 'WEEK 1' with a total time of '8:00'. The table has columns for Date, Project, Type, Time, and Description. The first row shows '1 (Mon)' for the date, 'MMSEZ Corporate' for the project, 'Regular' for the type, and '8 : 0' for the time, with the description 'Auditing'.

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				
JUN																																				