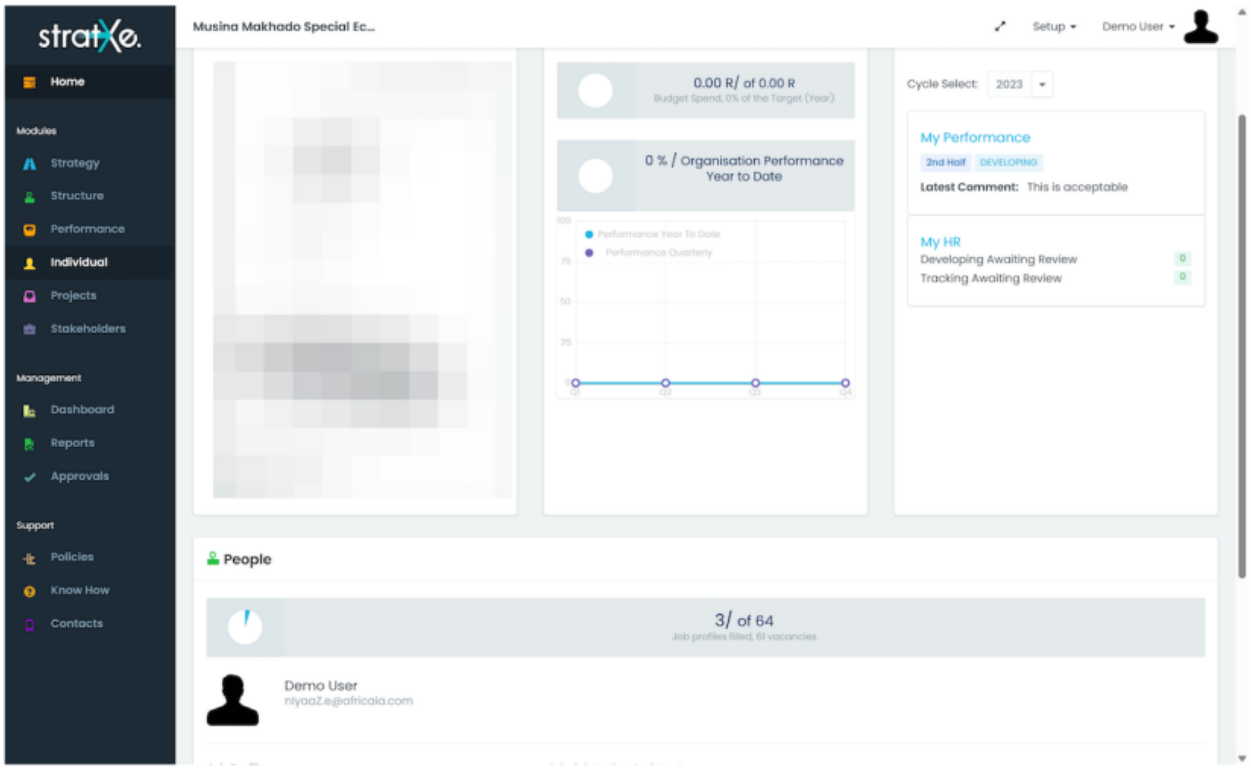
Logging Times and Requesting Leave

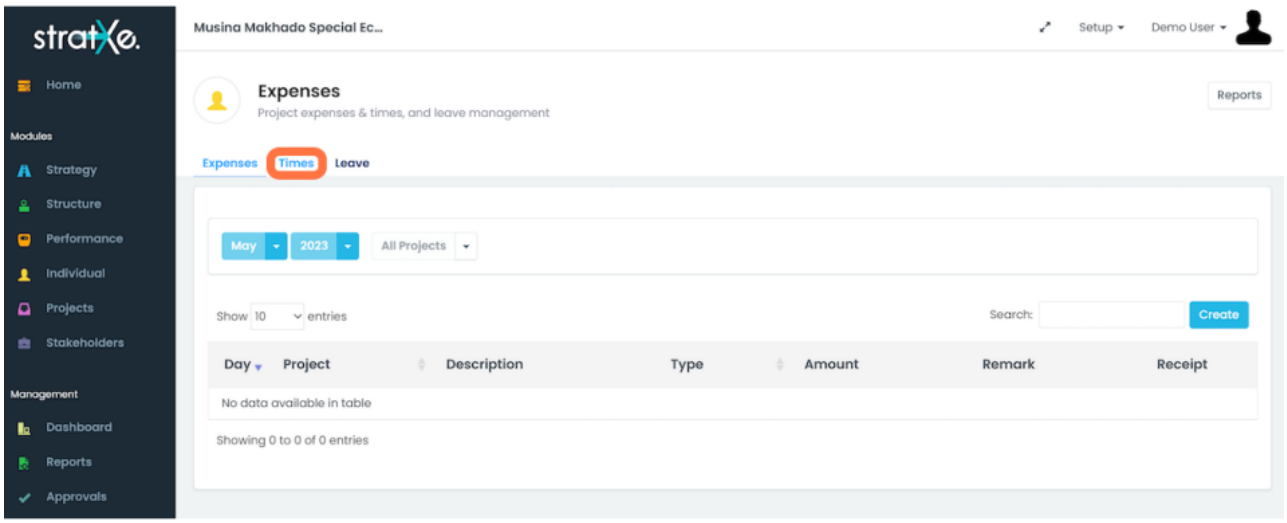
- Logging and Tracking Your Times
- Requesting Leave

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.

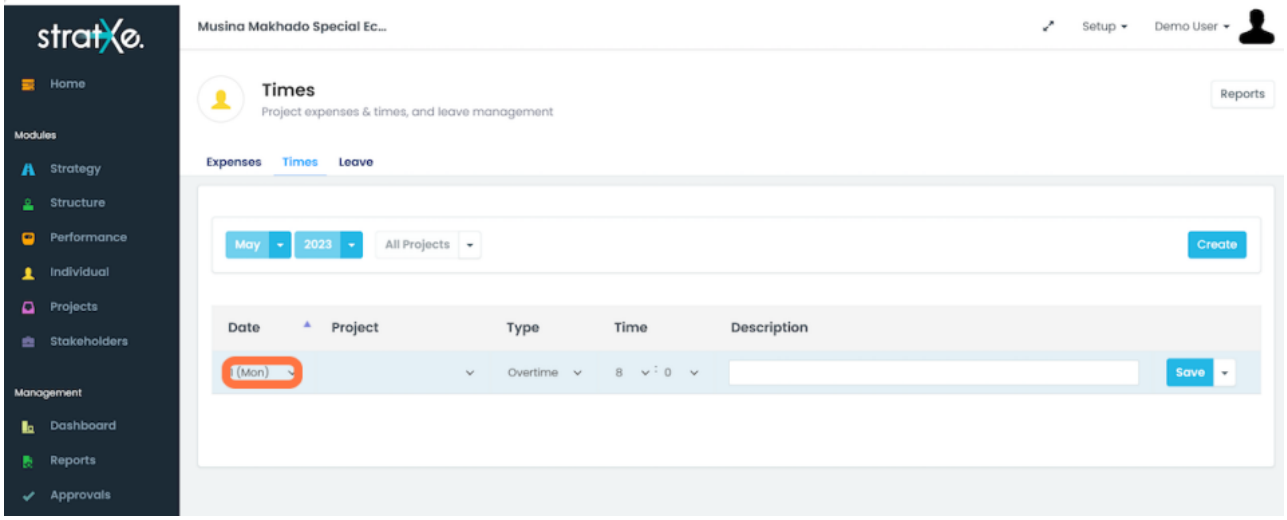


2. On the "Individual" page, click on "Time" to open up the users timesheet.

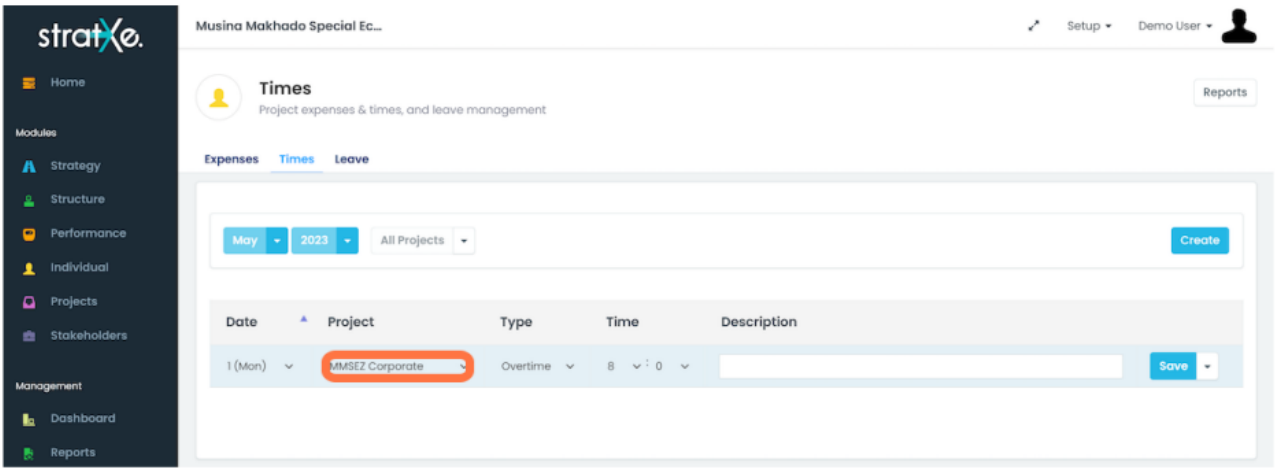


3. Click "Create" to add a new entry. Starts off by selecting the date for the new times

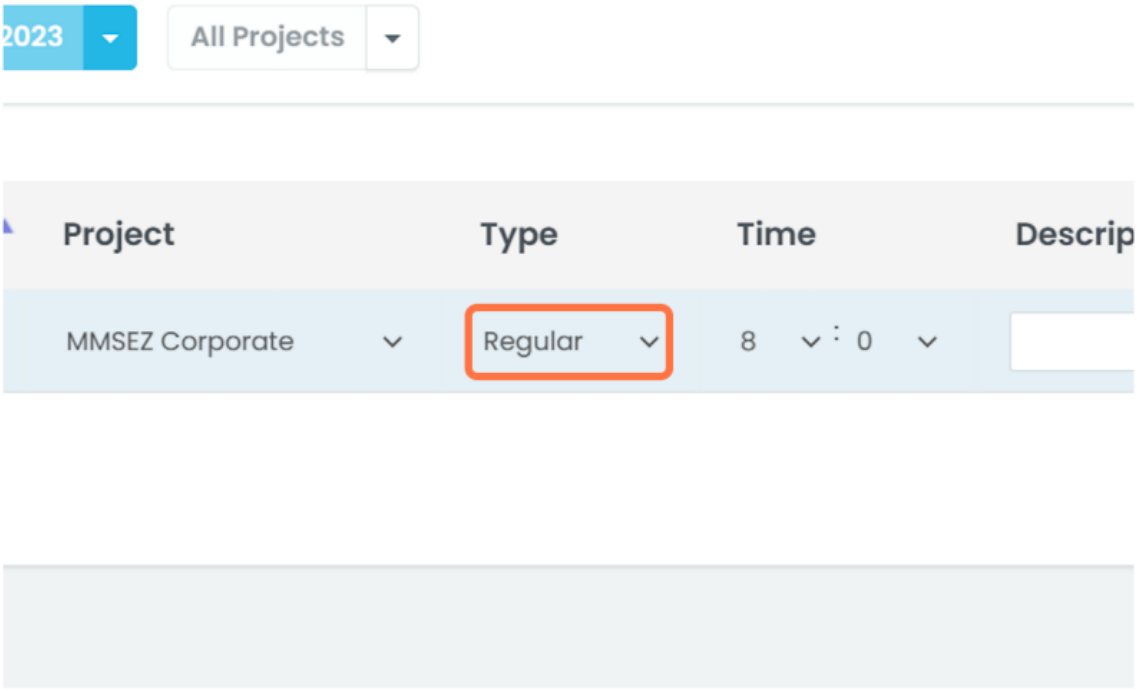
entry.



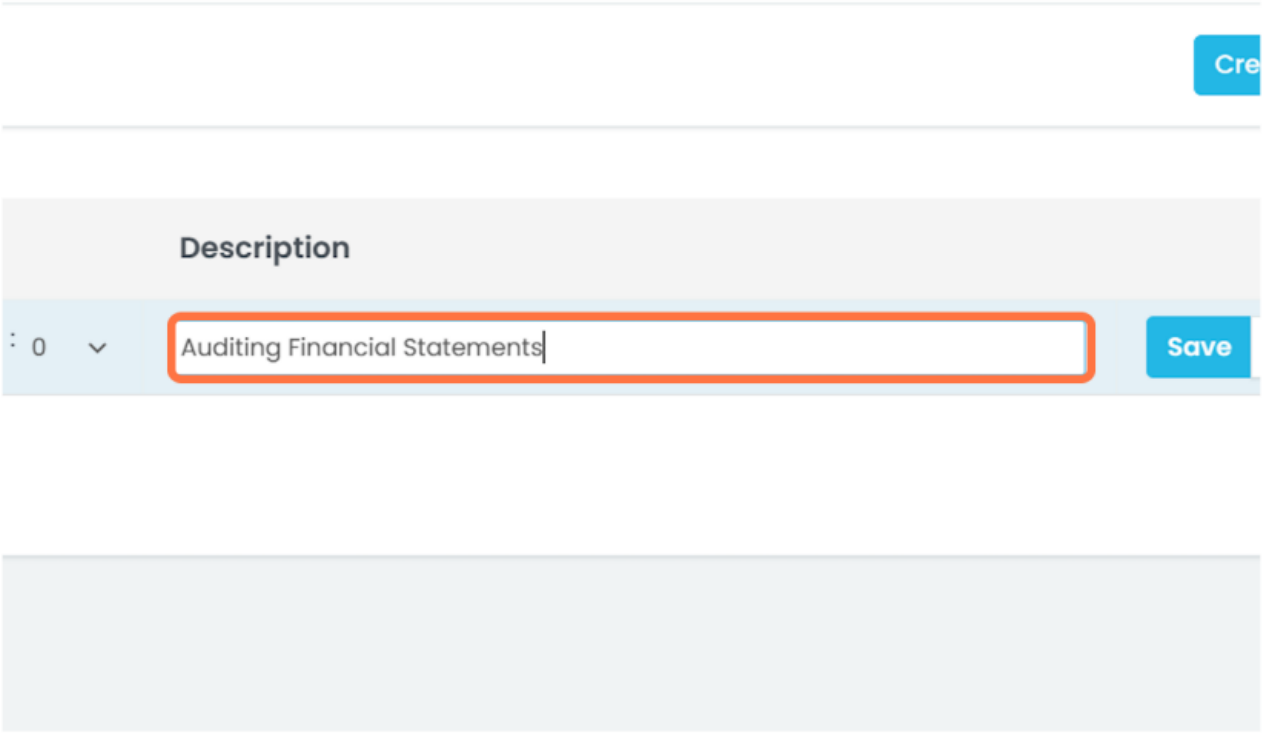
4. Select the project the times being logged where dedicated to.



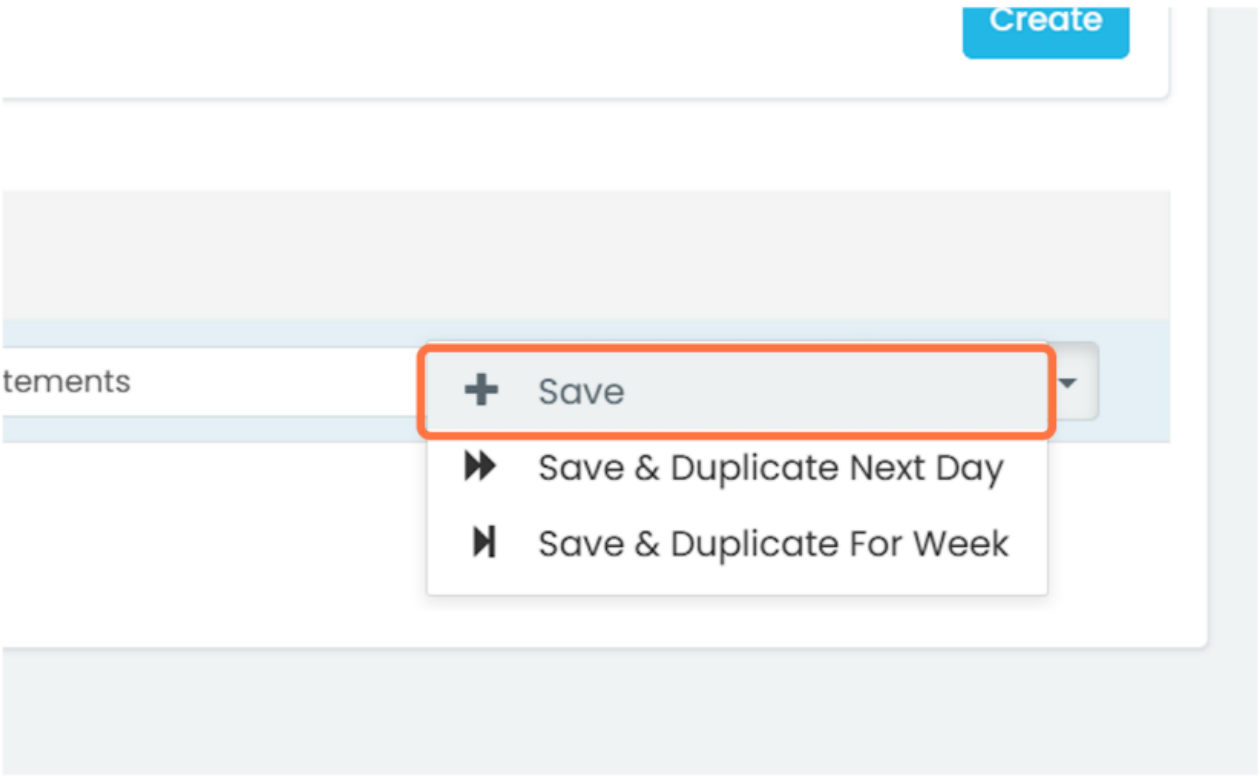
5. Select the type to classify what type of time is being logged, usually this would be either Regular or Overtime.



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

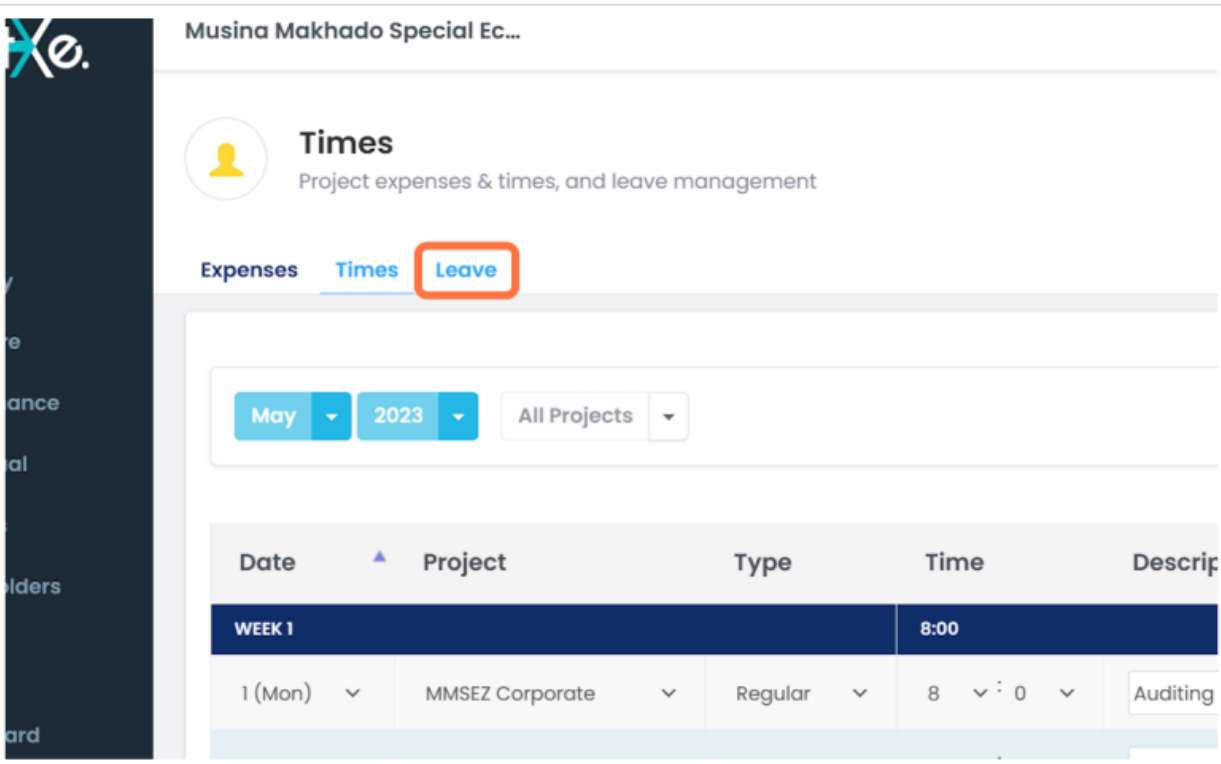


7. Clicking on the dropdown trigger next to "Save" will allow the user to duplicate the time for the next day or next week.

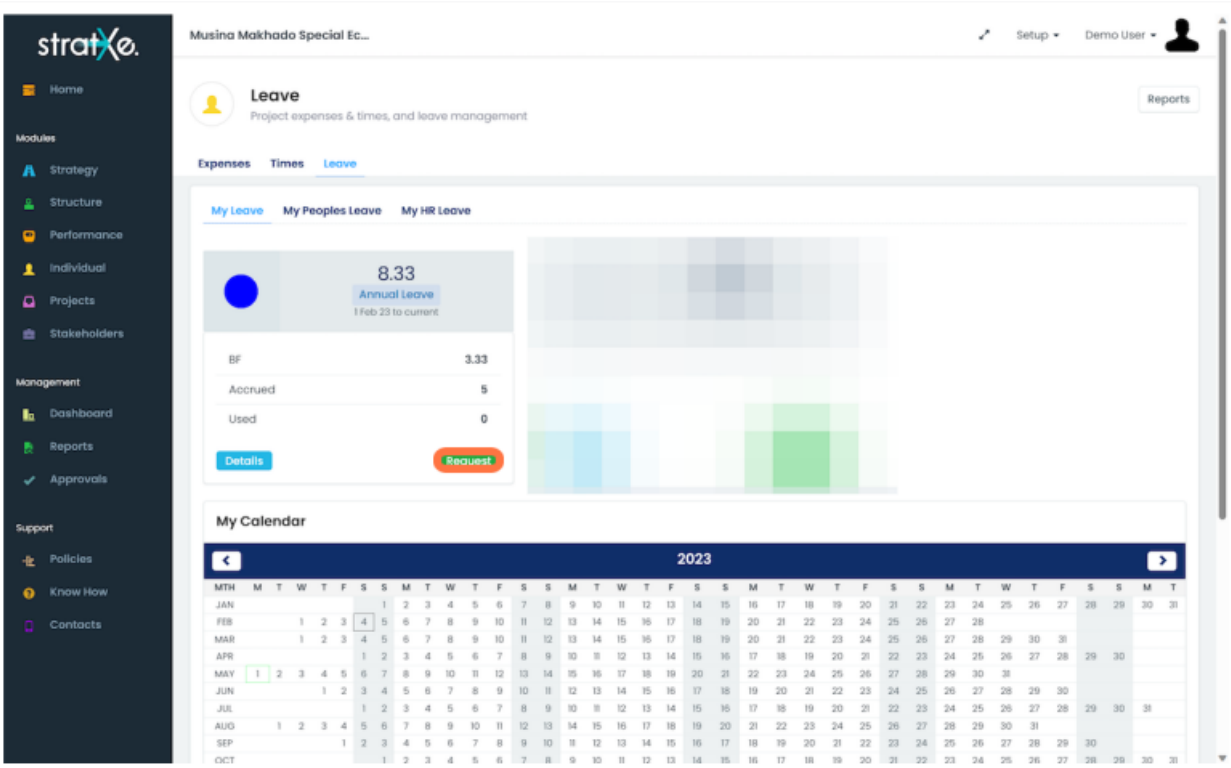

Create
tements
Save
Save & Duplicate Next Day
Save & Duplicate For Week

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".

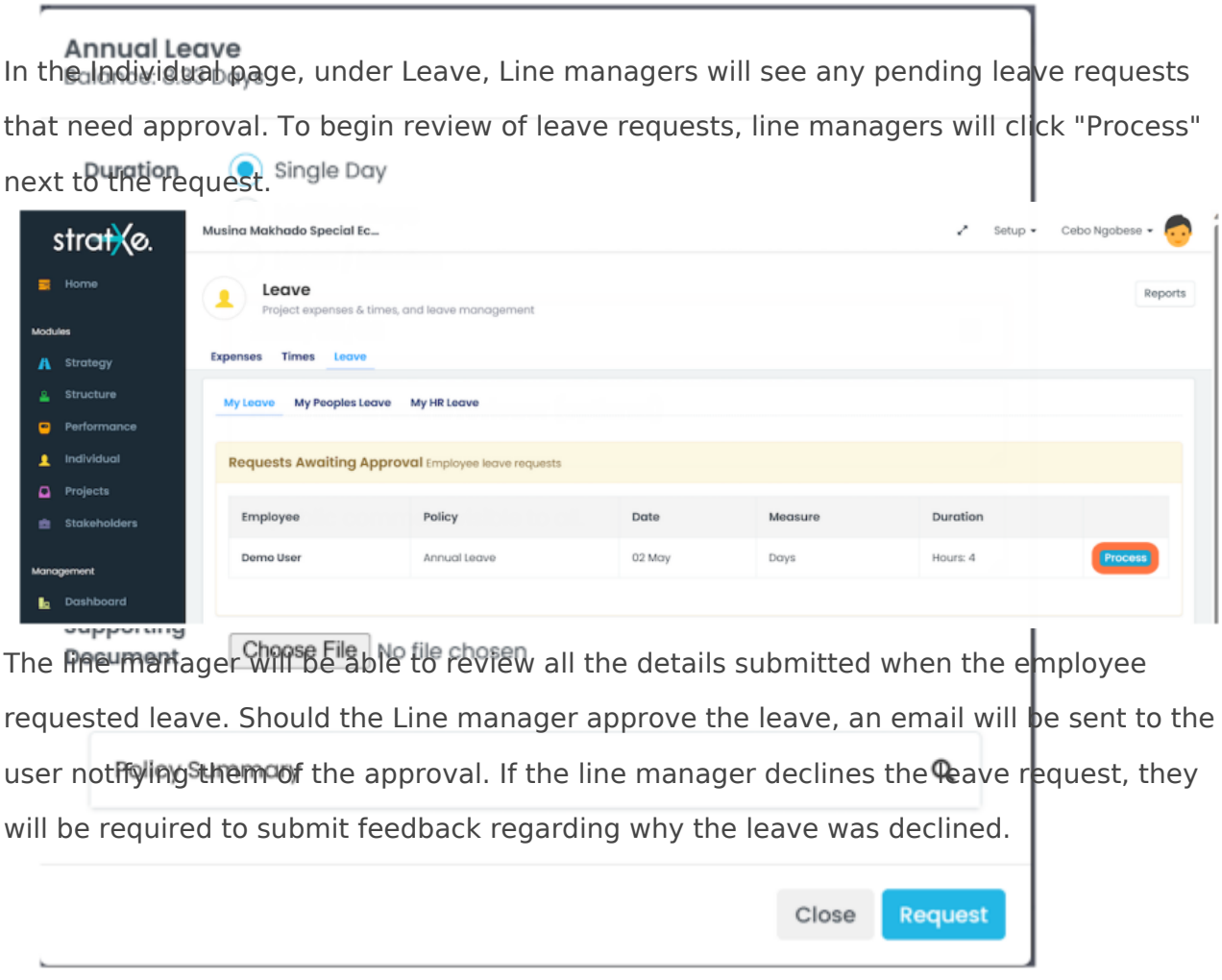


2. In the Leave window, click on "Request".

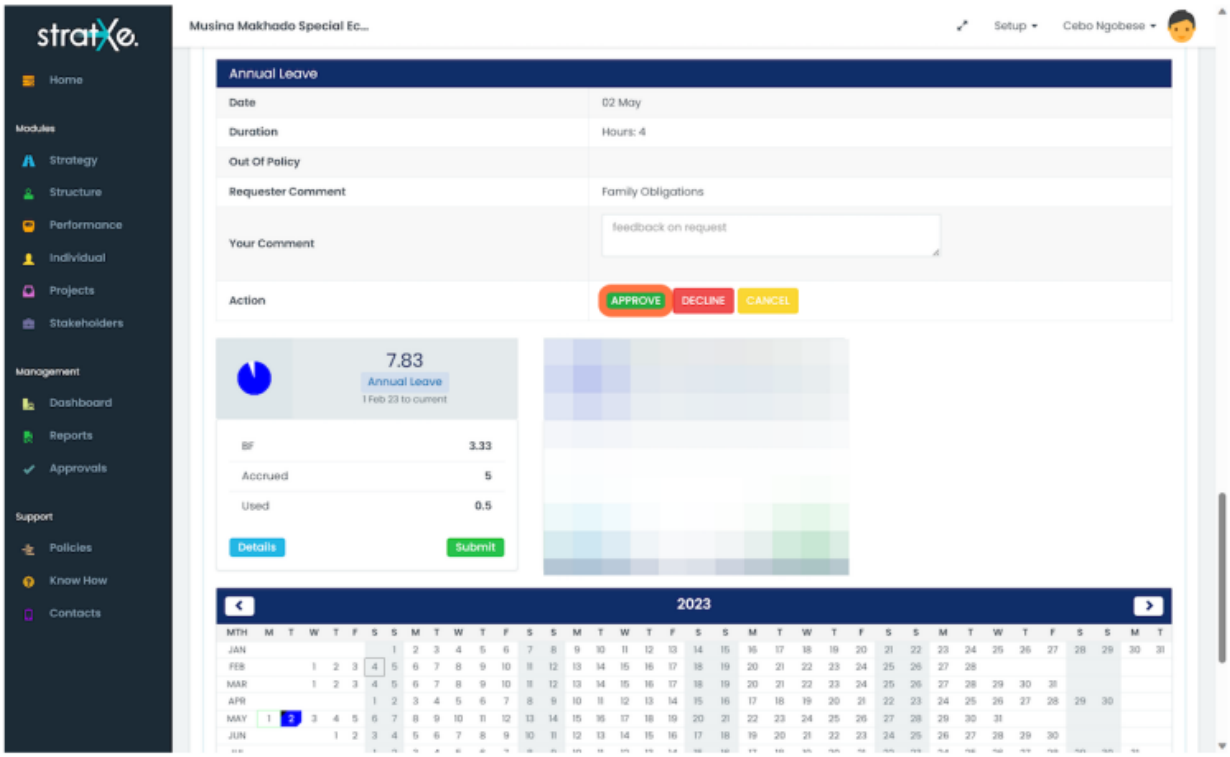


3. In the dialogue box that appears, fill in the relevant details about the leave request. You can give a brief description about the nature of the leave required, and attach any supporting documents. Click "Request" to save and submit the leave request.

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.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Setup
Cebo Ngobese
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