

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.

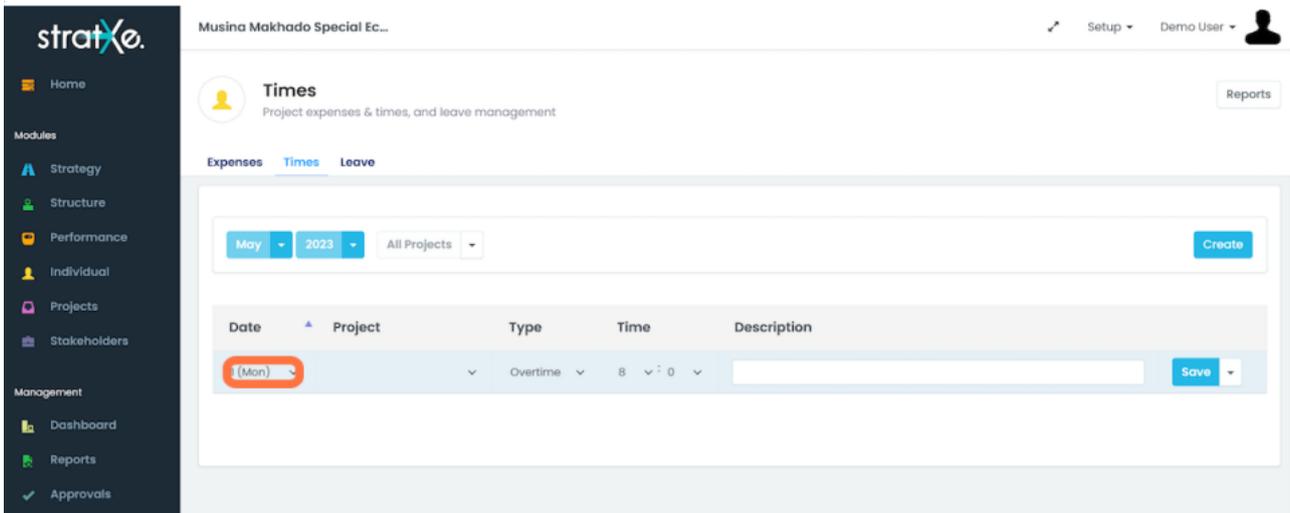
The screenshot shows the StratXE dashboard for 'Musina Makhado Special Ec...'. The left sidebar has the 'Individual' module selected. The main dashboard area includes a budget spend of 0.00 R / 0.00 R, a 0% Organisation Performance Year to Date, and a 'My Performance' section with a '2nd Half' status of 'DEVELOPING' and a 'Latest Comment' of 'This is acceptable'. Below this, there is a 'My HR' section with 'Developing Awaiting Review' and 'Tracking Awaiting Review' both showing 0.

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

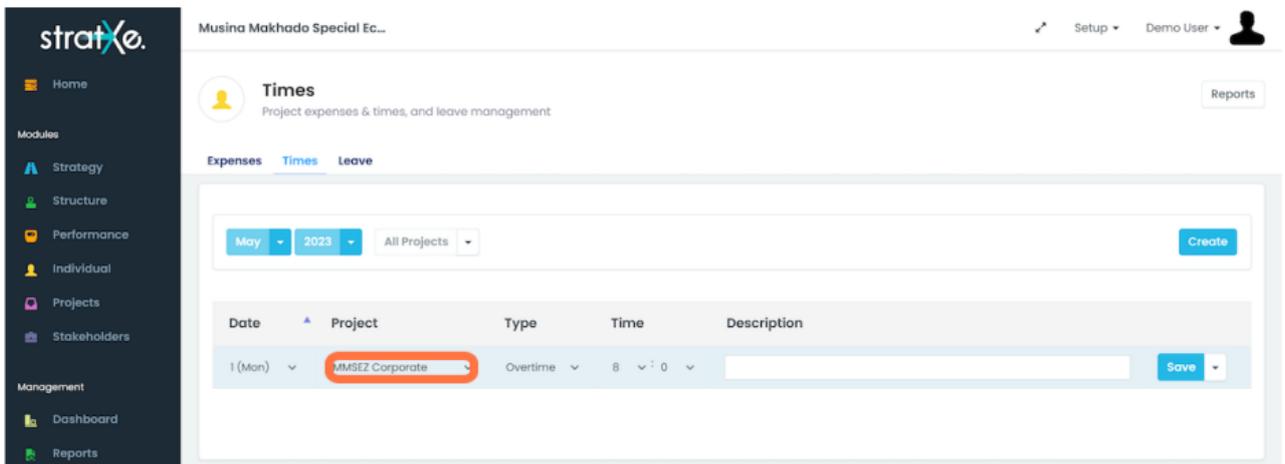
The screenshot shows the 'Expenses' page in StratXE, with the 'Times' tab selected. The page title is 'Expenses' and the subtitle is 'Project expenses & times, and leave management'. There are tabs for 'Expenses', 'Times', and 'Leave'. The 'Times' tab is active. The page includes a search bar with filters for 'May 2023' and 'All Projects'. Below the search bar, there is a 'Show 10 entries' dropdown and a 'Search' input field with a 'Create' button. The main content area is a table with the following columns: Day, Project, Description, Type, Amount, Remark, and Receipt. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

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.

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

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

Cre

Description

: 0 ▼ Save

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

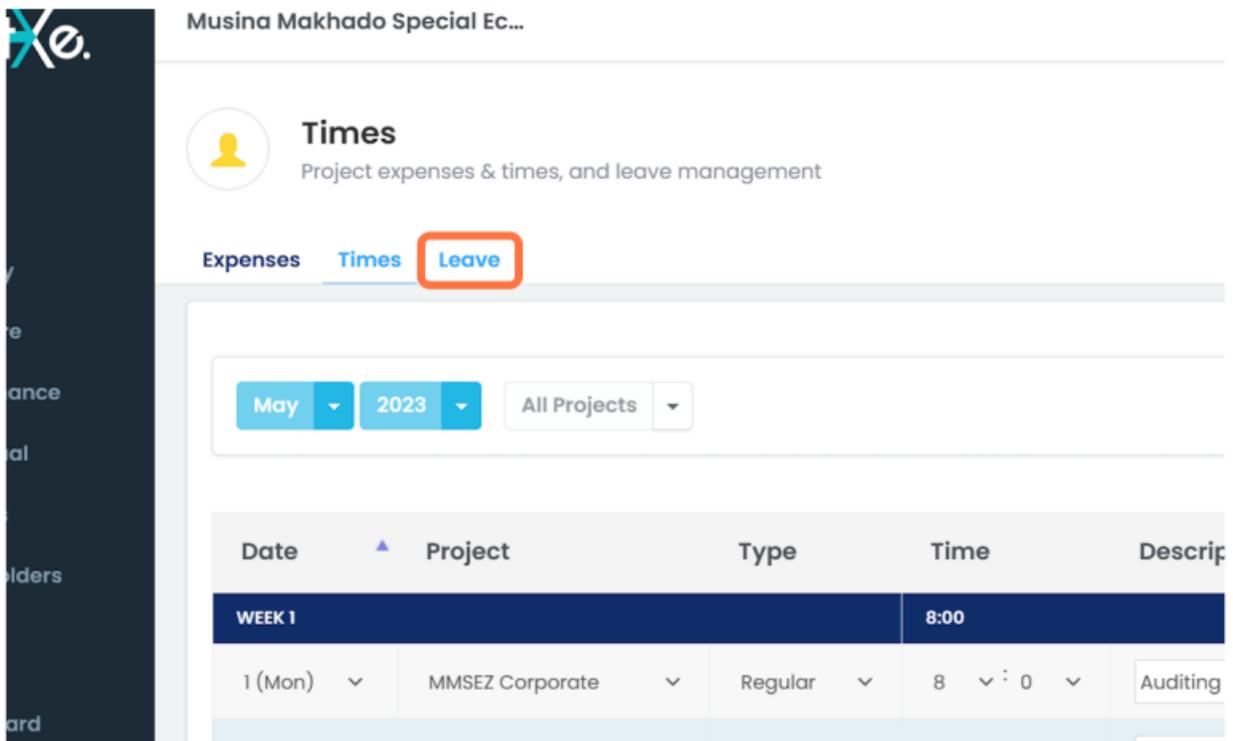
+ Save

▶▶ Save & Duplicate Next Day

▶ Save & Duplicate For Week

Requesting Leave

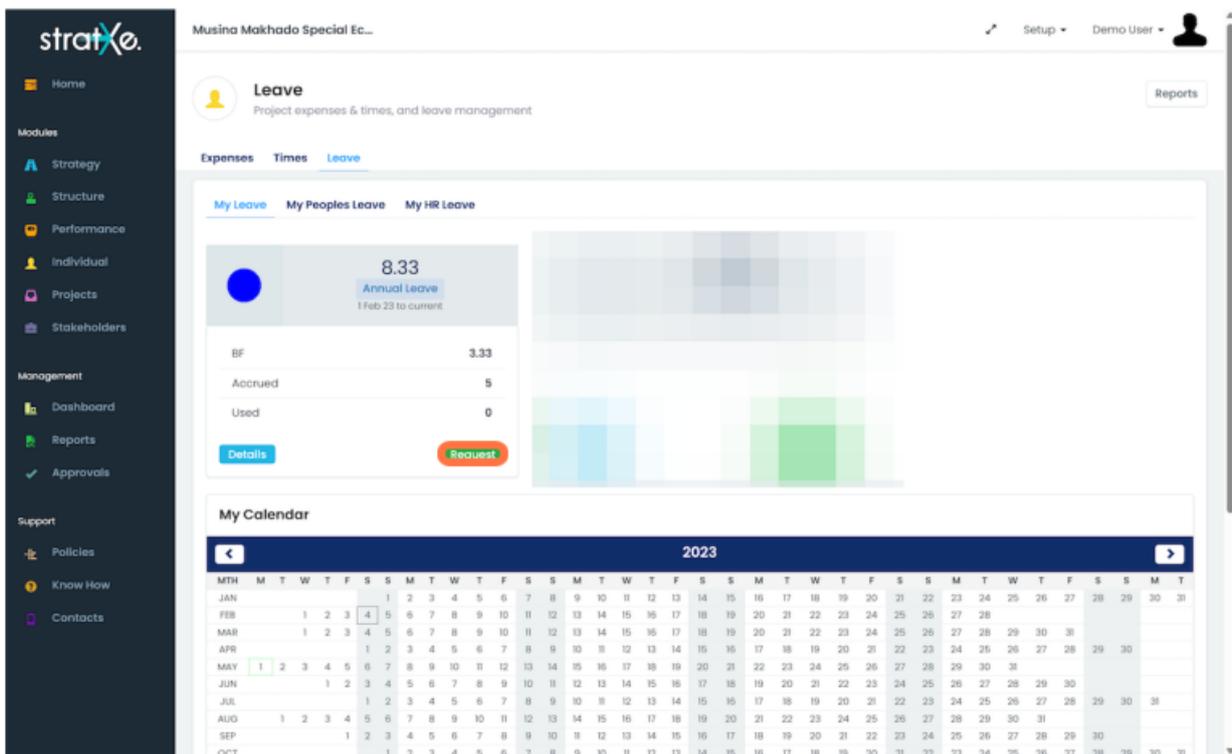
1. StratXE allows user to request for leave, which can then be approved by the relevant line manager. In order for a user to request leave, from the Individual module page, click on "Leave".



The screenshot shows the StratXE user interface for 'Musina Makhado Special Ec...'. The user is logged in as 'Times', with a profile icon and the description 'Project expenses & times, and leave management'. The navigation menu includes 'Expenses', 'Times', and 'Leave', with 'Leave' highlighted in a red box. Below the navigation, there are filters for 'May', '2023', and 'All Projects'. A table displays the current week's schedule:

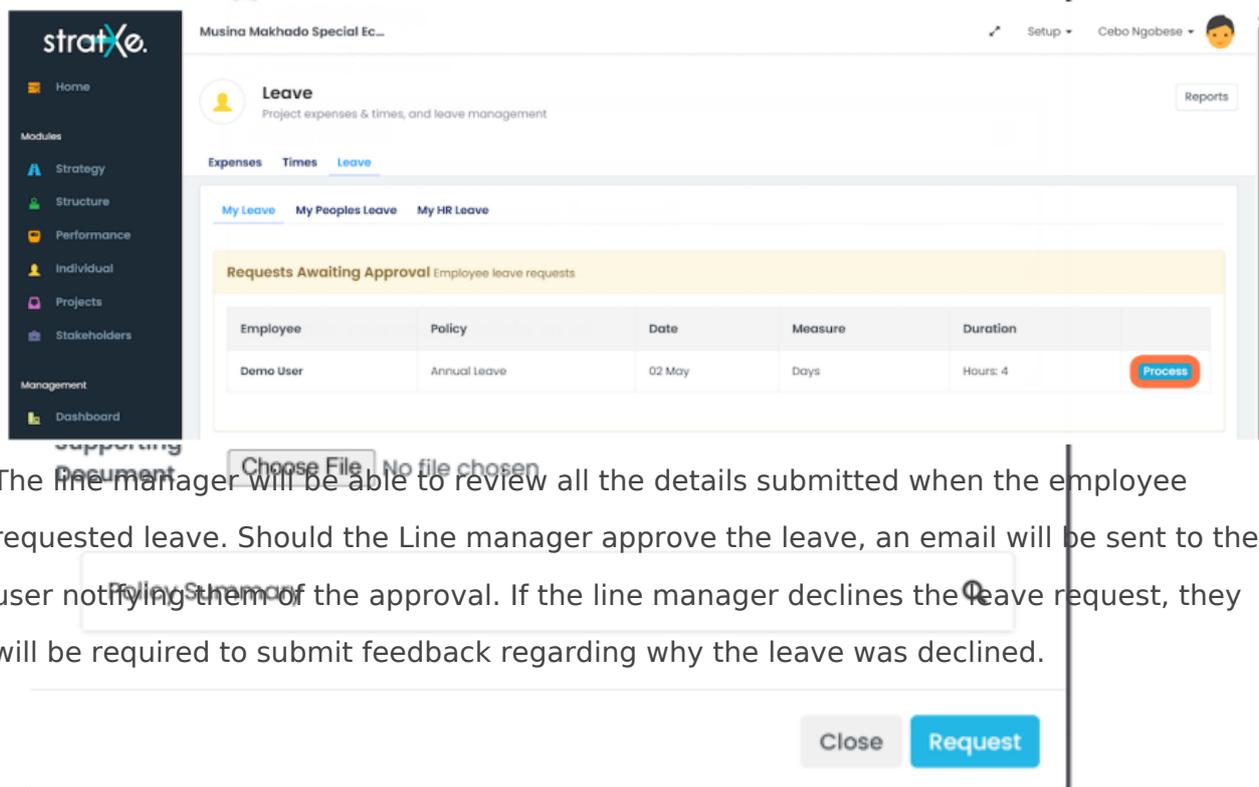
Date	Project	Type	Time	Description
WEEK 1			8:00	
1 (Mon)	MMSEZ Corporate	Regular	8 : 0	Auditing

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	<input type="text" value="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		