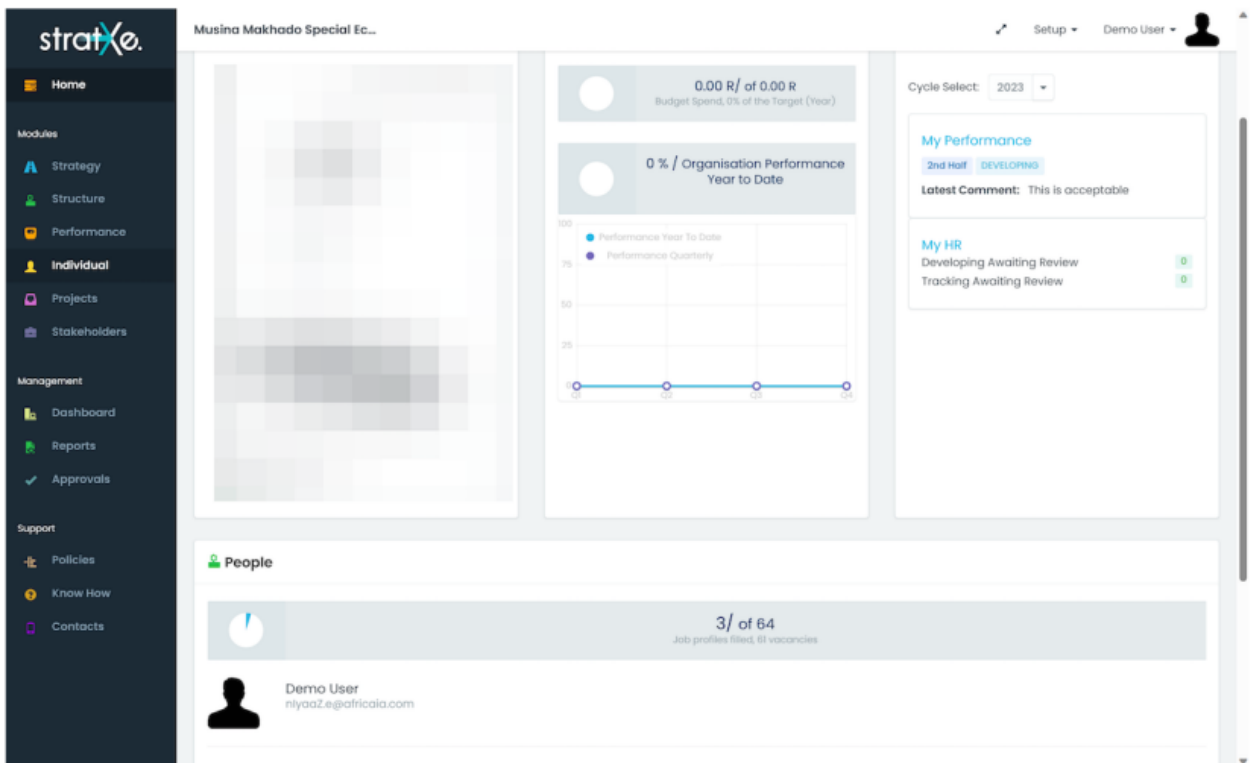


# Logging Times and Requesting Leave

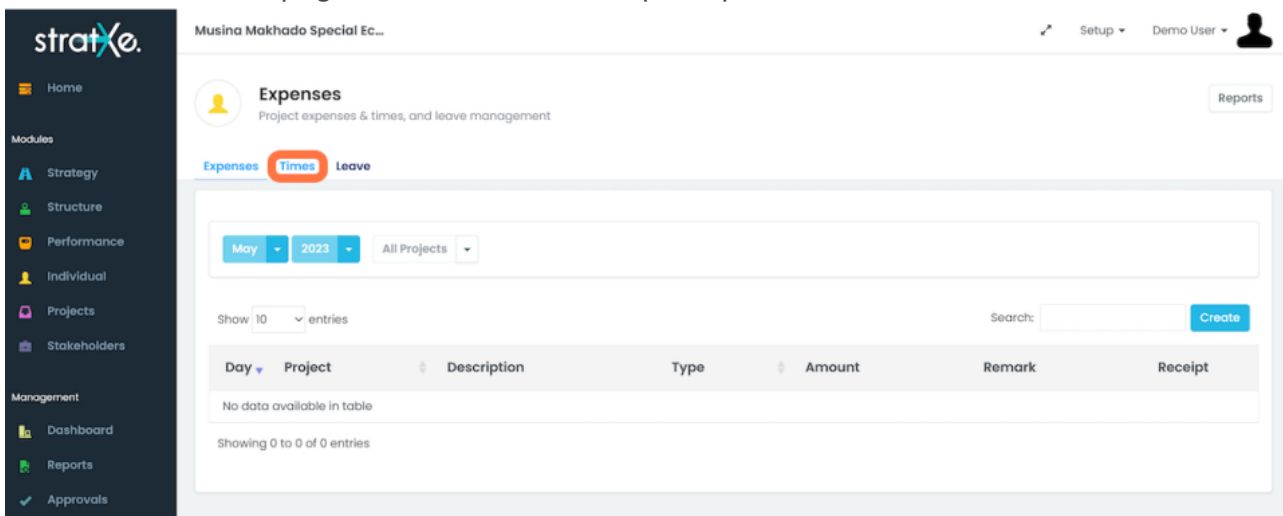
- [Logging and Tracking Your Times](#)
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# Logging and Tracking Your Times

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.

stratXo

Musina Makhado Special Ec...

Setup Demo User

Times

Project expenses & times, and leave management

Reports

Expenses Times Leave

May 2023 All Projects Create

Date	Project	Type	Time	Description
1 (Mon)		Overtime	8 : 0	

Save

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

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Setup Demo User

Times

Project expenses & times, and leave management

Reports

Expenses Times Leave

May 2023 All Projects Create

Date	Project	Type	Time	Description
1 (Mon)	MMSEZ Corporate	Overtime	8 : 0	

Save

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 ▾

Auditing Financial Statements

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

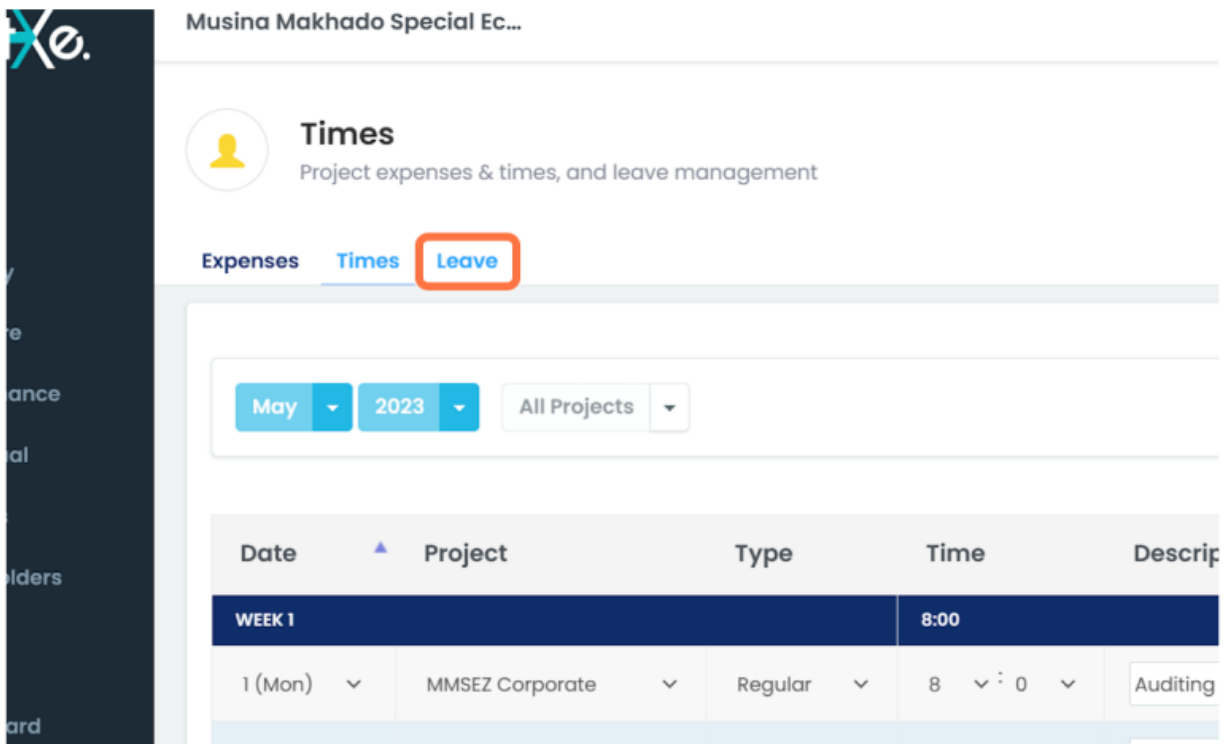
+ Save

▶▶ 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 displays the StratXE user interface for the 'Times' module. The header shows the user 'Musina Makhado Special Ec...'. Below this, the 'Times' section is titled 'Project expenses & times, and leave management'. A navigation bar contains three tabs: 'Expenses', 'Times', and 'Leave', with 'Leave' highlighted by a red box. Below the tabs, there are filters for 'May', '2023', and 'All Projects'. A table below shows a weekly summary for 'WEEK 1' with columns for Date, Project, Type, Time, and Description. The table shows a total of 8:00 for the week.

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.

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## 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		