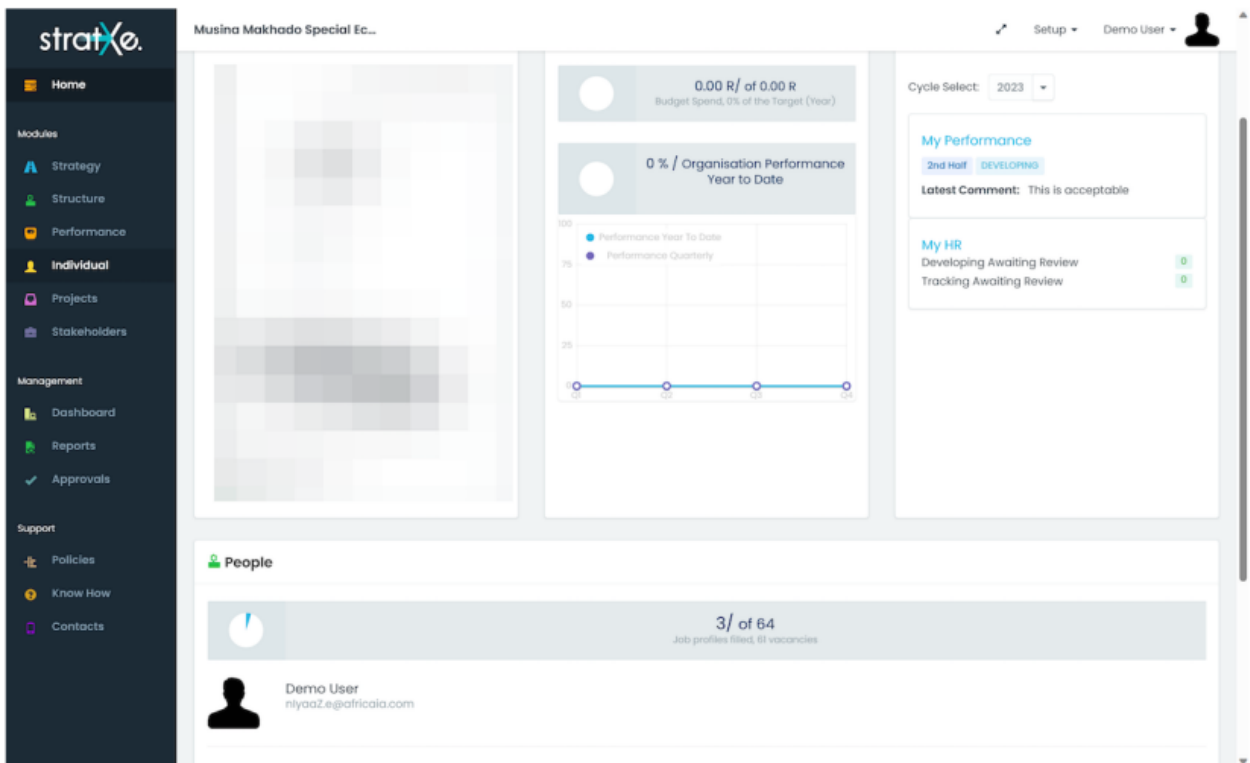


# Logging Times and Requesting Leave

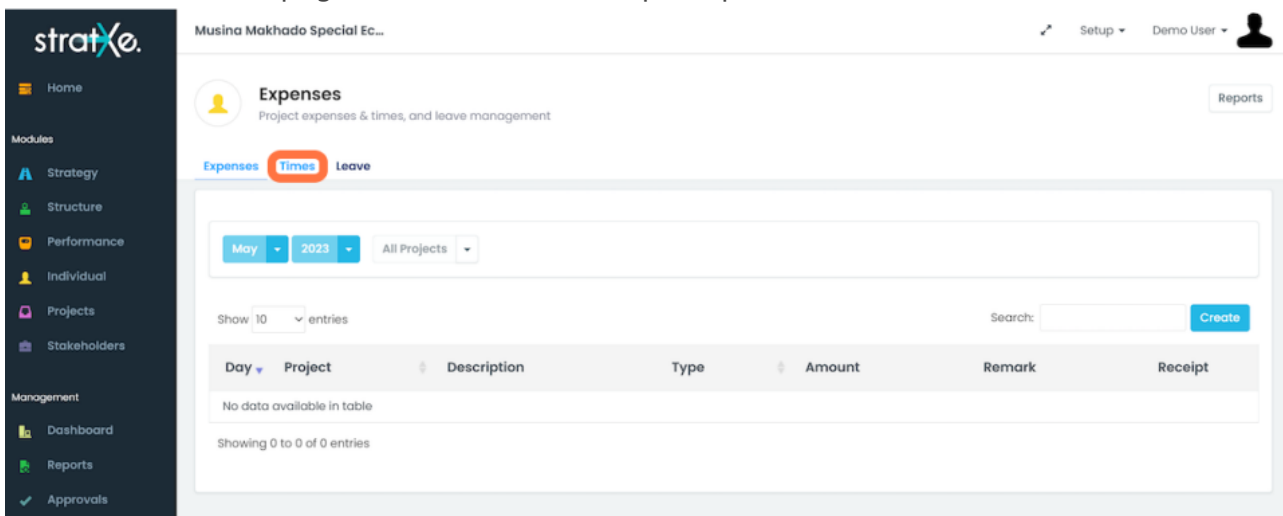
- [Logging and Tracking Your Times](#)
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# Logging and Tracking Your Times

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.

The screenshot shows the 'Times' management page in the stratXo application. The left sidebar 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 page title is 'Times' with a subtitle 'Project expenses & times, and leave management'. Below the title are tabs for 'Expenses', 'Times', and 'Leave'. The 'Times' tab is active. The form includes a date selector set to 'May 2023' and a project selector set to 'All Projects'. A 'Create' button is located at the bottom right. The table below has columns for Date, Project, Type, Time, and Description. The first row shows '1 (Mon)' in the Date column, which is highlighted with a red box.

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

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

This screenshot shows the same 'Times' management page, but the 'Project' dropdown in the table is now set to 'MMSEZ Corporate', which is highlighted with a red box. The 'Date' column still shows '1 (Mon)'. The 'Type' is 'Overtime' and the 'Time' is '8 : 0'. The 'Description' field is empty. The 'Save' button is visible at the bottom right of the table row.

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

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

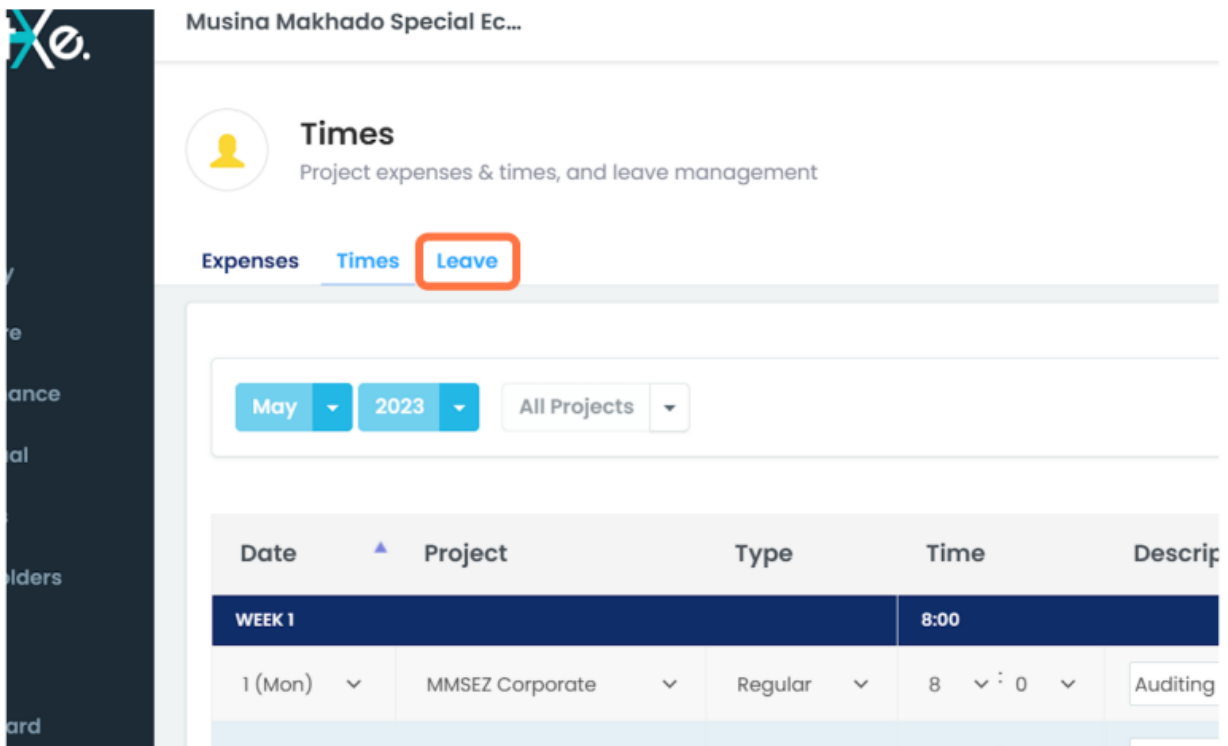
+ Save

▶▶ 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 rectangle. 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		
JUL																																				