

Leave Card

Instruction on how to access an employee's basic Leave Card

Access Leave Card under Leave Reports

The screenshot shows the PeopleSuite interface. At the top left is the logo 'PeopleSuite PEOPLE MATTER'. On the right, it says 'Welcome Peter'. The main navigation bar includes 'Admin', 'PIM', 'Leave', 'Time', 'Recruitment', 'Info', 'Performance', 'Payroll', and 'Dashboard'. Below this is a secondary menu with 'Apply', 'My Leave', 'Entitlements', 'Reports', 'Configure', 'Leave List', and 'Assign Leave'. The 'Leave Card' form is visible, with fields for 'Division' (set to 'Accounting'), 'Employee', 'From' (with a date picker), and 'To' (with a date picker). A 'Search' button and a 'Reset' button are at the bottom. Numbered callouts indicate the steps: 1. Click 'Leave', 2. Click 'Reports', 3. Click 'Leave Card' in the dropdown, 4. Click the date pickers, and 5. Click 'Search'.

1. Go to Leave tab
2. Reports subtab
3. Leave Card
4. Choose FROM and TO fields as start and end dates
5. Press Search and a PDF leave card will be generated for you to save, download, or print.