

Leave Card

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

Access Leave Card under Leave Reports

The screenshot shows the PeopleSuite web application interface. The navigation menu at the top includes 'Admin', 'PIM', 'Leave', 'Time', 'Recruitment', 'Info', 'Performance', 'Payroll', and 'Dashboard'. The 'Leave' tab is selected, and the 'Reports' subtab is also selected. A dropdown menu is open under 'Reports', showing options: 'Leave Entitlements and Usage Report', 'My Leave Entitlements and Usage Report', 'Leave Balance Cards Summary', and 'Leave Card'. The 'Leave Card' option is highlighted. Below the navigation, the 'Leave Card' form is visible, with fields for 'Division' (Accounting), 'Employee', 'From' (yyyy-mm-dd), and 'To' (yyyy-mm-dd). The 'Search' button is highlighted in green. Numbered callouts (1-5) indicate the steps: 1. Click the 'Leave' tab, 2. Click the 'Reports' subtab, 3. Click the 'Leave Card' option in the dropdown menu, 4. Select dates in the 'From' and 'To' fields, and 5. Click the 'Search' button.

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.