

FREQUENTLY ASKED QUESTIONS

COSEC PE/GE/ME/LE

What
When
Which
Where
How
Who
Why



Date: 21st January 2015

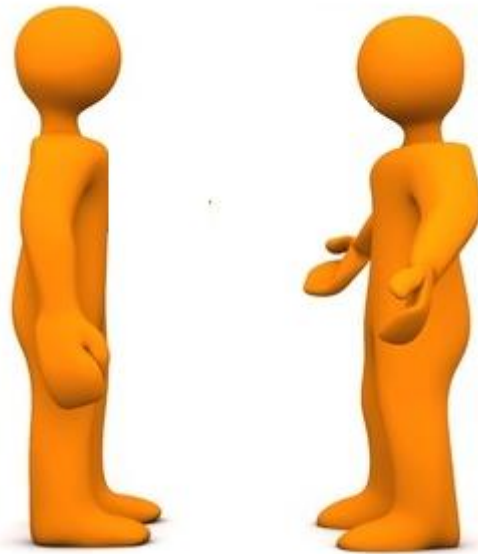
Version: V1R1

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Pro-rata Configuration

We have hired too many Employees in the current month. Now do we need to calculate number of leaves to be credited as per their joining date?

Let me check in COSEC. I am sure there must be some solution to overcome such situation.



Whenever I am crediting Leaves to the Employees there is an option called Pro-rata. I think this can help me out.



User`s Joining date - 10th Oct. 2014



No. of Leaves to be credited per month = 3



As per joining date Leaves to be credited for October month = 2

Instead of calculating the no. of Leaves for all newly joined employees I can use Pro-rata so that system will automatically credit Leaves as per user's joining date.



User Configuration

MAT100
lauren
Active

Profile

Basic General Personal Contact

Date Of Birth

Birthday Message

Joining Date 10/12/2014

Confirmation Date

Leaving Date

Reason For Leaving

Driving License

Passport No.

PAN

PF No

ESI No

Visa


Visa Expiry

Field 1

Field 2

User Configuration ★ ? ✕

← + ✎ 🗑️ 📄 📄 ⬇️ ↻

 MAT100
lauren
Active

Profile

Devices

Credentials

T&A

Access Control

ESS

Cafeteria

Group

Attendance

Policy

matrix 4 NEWORGANIZATION

Branch 1 Branch-1

Department 1 Department-1

Section 1 Section-1

Category 1 Category-1

Grade 1 Grade-1

Designation 1 Designation-1

Reporting Group ID Name

Leave Group 1 Leave Group-1

Week Off Group ID Name

Leave Group ✔ Saved Successfully ★ ? ✕

← + ✎ 🗑️ 📄 📄 ⬇️ 🔍 Search

ID 1

Name Leave Group-1

Default

Enable Pro-rata

Group Members

Leave ID Name

Auto Adjustment	Priority	Code	Name	Leave Type	Up/Down	
<input checked="" type="checkbox"/>	1	PL	paid leave	Paid Leave	▼	
<input type="checkbox"/>	2	LO	Lay off	Lay Off	▲ ▼	
<input checked="" type="checkbox"/>	3	LP	paID LEAVE	Paid Leave	▲ ▼	
<input type="checkbox"/>	4	CH	testleave	Paid Leave	▲ ▼	
<input type="checkbox"/>	5	NW	testnew	Paid Leave	▲ ▼	
<input type="checkbox"/>	6	TD	Tour on duty	Tour/ON Duty	▲ ▼	
<input type="checkbox"/>	7	TL	tour leave	Tour/ON Duty	▲ ▼	
<input type="checkbox"/>	8	PO	tesr tour	Tour/ON Duty	▲ ▼	
<input type="checkbox"/>	9	CO	coftype	Compensatory Off	▲ ▼	

1 2

ID	Name
1	Leave Group-1
2	grp 2
3	kolkata

Now let me check how many Leaves are credited for the month of December.



Credit/Debit/Encashment ✓ Saved Successfully ★ ? ×

←

Entry Type

Attendance Period

Leave

Credit Mode

Credit Value

Apply Pro-rata

Remark

User Filter

User

User ID	Name	<input type="button" value="🗑"/>
MAT100	lauren	<input type="button" value="🗑"/>

Leave Balance

User ID MAT100 | lauren

Leaves

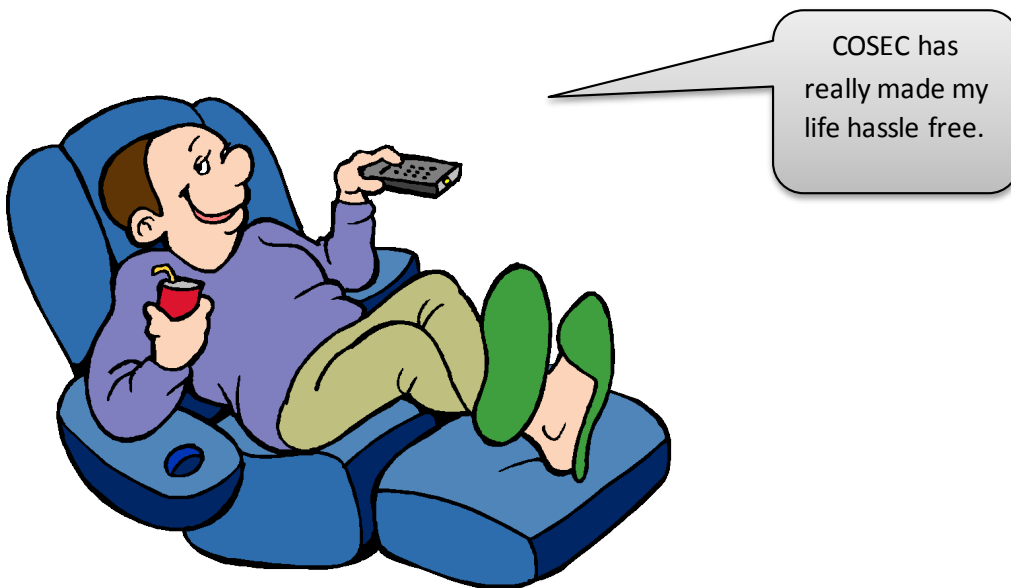
Balance Period: December 2014

Year	Month	Code	Name	Opening	Credit	Debit	Encashment	Availed	Closing	Overflow
2014	Dec	PL	paid leave	0.00	2.13	0.00	0.00	0.0	2.13	0.00

C-OFF

That's simply Great! No need to count the number of leaves to be credited manually as per user's joining date, just enable pro-rata and credit the leaves for all the users.





For more information, contact
Matrix Technical Training Team
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