ONLINE E-LEAVE SYSTEM | UPLOADING VL CREDIT

The main objective of this module is to easily upload vacation leave credits for all employees, and using this Excel file that I provided, our system can read the encoded entries from HRDAO. You can download the Excel file via email. See the attached files for details.
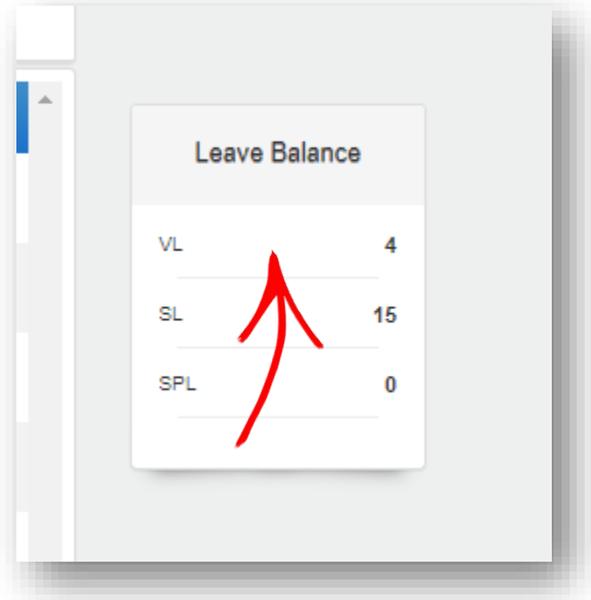
Before we start, let's see the number of VL credits under the user's profile. You can see the changes after these tutorials.

Here are the simple steps you can follow;

1. Log in using your e-leave account here at the official link.
   http://161.49.175.245:8080/e-leave/Login.aspx
2. After accessing, click "Leave Settings" under the Maintenance tab.
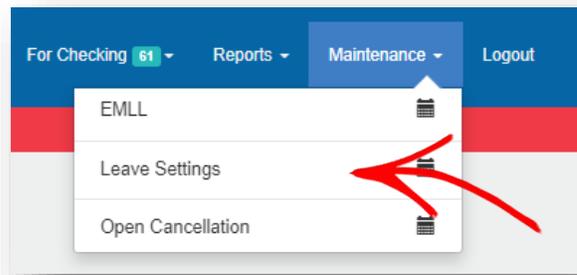
3. Click "Upload VL" button to continue.
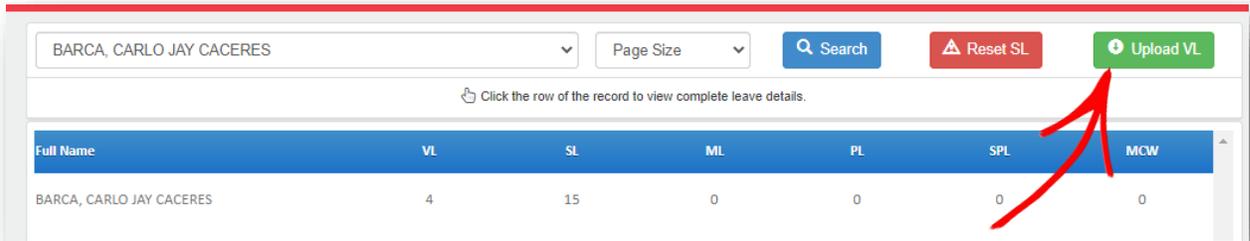
4. Attach the Excel file you wish to upload.
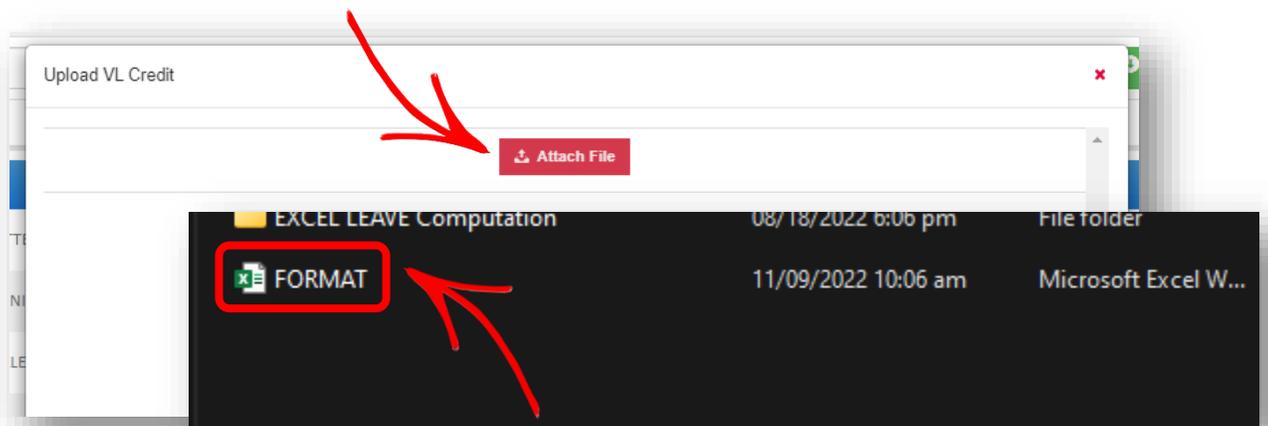
Note:
The Excel file that I provided is only allowed to be attached. You can download it via email.

5. After reading the excel file, system will generate employee name and compute the total based on your encoded entries inside the file. You can see the total that will apply VL credit for user's profile. See details below.

Here are the sample entries which I attached.

6. After clicking the "Upload button," the system will prompt a message that means the process is complete.
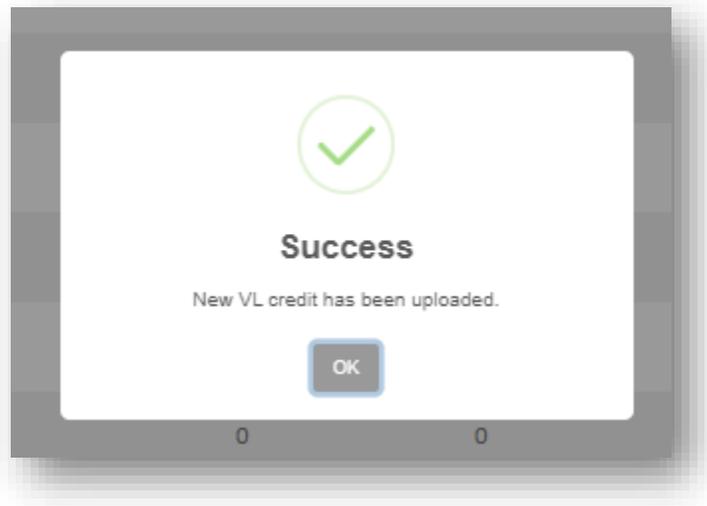
The new VL balance will be reflected on the user's profile.

END