

You will distinguish three types of counters :

Current Quota Future Quota Past Quota

- 1 **Current quota**: quotas with a start date and deduction date still valid today.
- 2 **Les compteurs futurs**: possibility of anticipating the creation of leave quotas.
- 3 **Past quota**: displays leave quotas from previous years and with a start date and end of deduction not valid today.

CREATING A LEAVE QUOTA

HrOnlineLux 28_01 Creating a leave quota_HR

In the event of a change of working time, the days already encoded as well as the leave counters are updated (software acting at night).

Time Management

1

Time Views Quota Work Schedule Fast Action

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Absence Quota Details

Current Quota Future Quota Past Quota

Start Date	End Date	Absence quota type
01.01.2016	31.12.2016	Holiday paid (hours)
01.01.2016	31.12.2016	Recovery PH (hours)

Add 3

It is possible to create many leave quotas (Holiday paid, public holiday, overtime compensation, special leave).

- 1 Go to Time Management > Quota.
- 2 Select the person for whom the quota will be created.
- 3 Select an absence quota and click on Add.

CREATING A LEAVE QUOTA

HrOnlineLux 28_01 Creating a leave quota_HR

! However, the holiday and holiday retrieve counter is defaulted when hiring and the proration is calculated if part time.

Absence Quota Details

Current Quota

Future Quota

Past Quota

Start Date

1

01 . 01 . 2016

*

End Date

2

31 . 12 . 2016

*

3

Deduction from

01 . 01 . 2016

*

Deduction to

31 . 03 . 2017

*

Absence quota type

Holiday paid (hours)

Quota number

200,00000

*

Hours

Deduction

40,00000

Remaining

160,00000

Save

Cancel

- 1 Several quotas can be created (paid holidays, seniority, leave agreed in the collective labour agreement, time off in lieu, etc.)
- 2 Period during which it is possible to use the leave.
- 3 Validity date of the quota.

01.01.2016

31.12.2016

Holiday paid (hours)

200,00000

200,00000

Hours

0,00000

Deduction from

01.01.2016

Deduction to

31.03.2017

Absence quota type

Holiday paid (hours)

Quota number

200,00000

Hours

Deduction

200,00000

Remaining

0,00000

Comment

01.01.2016 - 31.12.2016

Change

Delete

Deductions

4

- 4 Once the quota is created, it is possible to change it (if you forget a holiday, to add holidays), to delete it (if you make an error) or to view the deductions via the [Deductions](#) button (days requested and approved by the manager, exportable to Excel).