



# **LeaveTracker 1.3.0**

an Excel application by Newbex

## **Welcome to LeaveTracker**

LeaveTracker is a tool for tracking and scheduling paid leave, such as vacation and sick leave, of employees in an organization. Although it is complete and accurate, it's graphical interface makes it easy to maintain and understand.

LeaveTracker requires Microsoft Excel 2007 or later, and a compatible Microsoft Windows operating system. It makes extensive use of macros to automate many operations. This version has a maximum capacity of 250 employee records.

## **Installing LeaveTracker**

To install LeaveTracker, simply copy its file to a handy place on your computer or server. No external files are ever created, so uninstalling is just as convenient if you choose to do so.

## **Updating LeaveTracker**

If you are using a previous version of LeaveTracker, the new version will ask if you want to update when launched, or you can update later by following instructions under "Import Data" on Page 15.

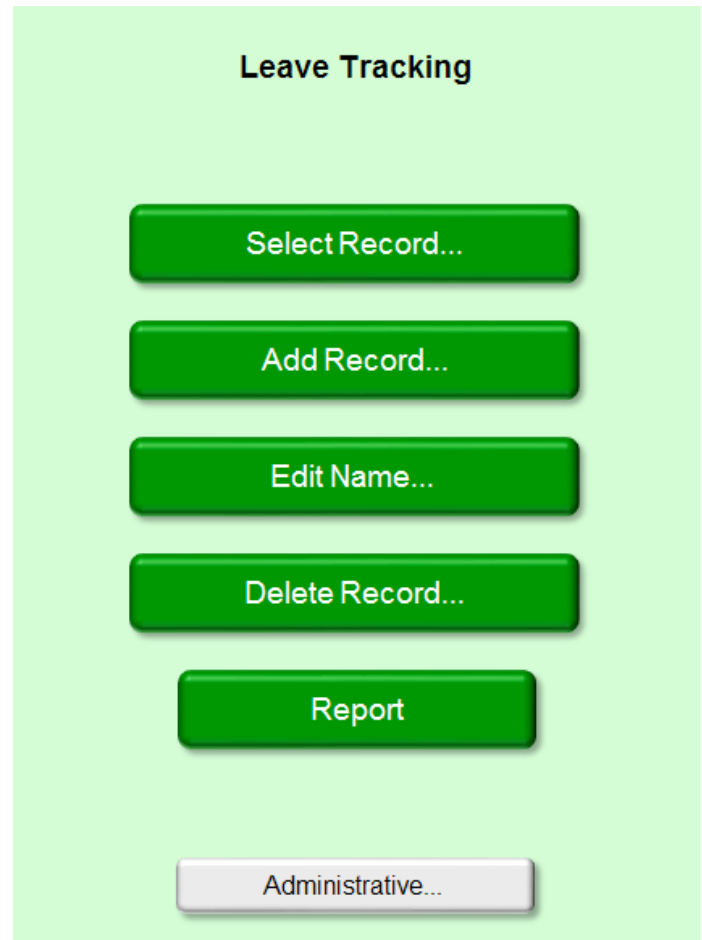
## Initial Setup — in 3 Steps

Before adding any employee records, you need to set your organization's fiscal year so LeaveTracker can configure the Employee Leave Record calendar.

### Step 1

Double-click the LeaveTracker file to open it. LeaveTracker will ask if you want to update from a previous version. If not, click the No button. It then opens to the Home Page. Now click the Administrative button.

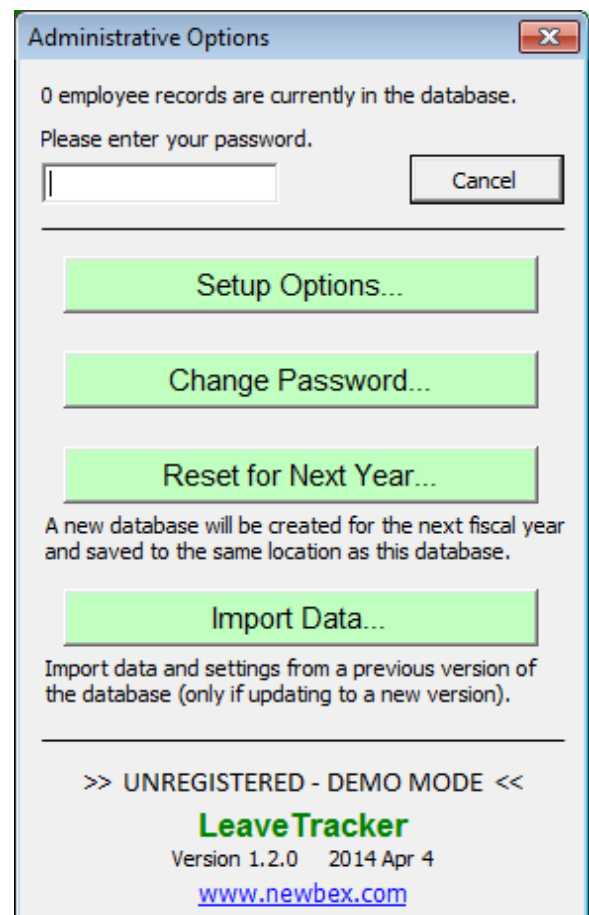
### Home Page



### Step 2

The Administrative Options dialog appears. Next, click the Setup Options button.

### Admin Options Dialog



### Step 3

In the Setup Options dialog, enter the fiscal year end carefully, noting that it cannot be changed after adding employee records. Everything else can be changed later so, while you're at it, you can fill out other information in both the General tab and Holidays tab if you wish. Look at the example below. More detail on the various settings is provided later in this Guide. When done, click the OK button to return to the Home Page.

Setup Options

General | Holidays

Organization Name:

Fiscal Year End:  YYYY-MM (locked after employee records added)

Leave Information

Leave Type * (Vacation, Sick, etc.)	Leave Accrual Rate (Days per Year)	Accumulation Limit (Hours)	Carry-Over Allowed
VACATION	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
SICK	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
EMERGENCY	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Additional Employee Information

Field Title *	Data Format *	Include in Report
<input type="text"/>	<input checked="" type="radio"/> Text <input type="radio"/> Date	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="radio"/> Text <input type="radio"/> Date	<input type="checkbox"/>

Leave Adjustment Titles

Column 1 (addition)	Column 2 (reduction)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Hide Excel ribbon while using LeaveTracker: ☐ (Excel 2010 or later)

Sharing Mode: \* ☒ Single-User ☐ Multi-User

Date Format: \* ☒ YMD ☐ DMY ☐ MDY

Registration:  Enter License Key

**Note: In Multi-User mode, changing any item marked \* will cause deletion of existing change tracking history.**

OK Cancel

Setup Options

General | Holidays

These Statutory Holidays will appear on the Employee Leave Record calendar:

<input type="checkbox"/> New Year's Day	<input type="checkbox"/> Civic Holiday (Canada)
<input type="checkbox"/> Martin Luther King Day (USA)	<input type="checkbox"/> Labour Day (USA & Canada)
<input type="checkbox"/> Family Day (Canada-AB,ON,SK)	<input type="checkbox"/> Thanksgiving Day (Canada)
<input type="checkbox"/> Presidents' Day (USA)	<input type="checkbox"/> Columbus Day (USA)
<input type="checkbox"/> Good Friday	<input type="checkbox"/> Remembrance Day (Canada)
<input type="checkbox"/> Easter Monday	<input type="checkbox"/> Veterans Day (USA)
<input type="checkbox"/> Victoria Day (Canada)	<input type="checkbox"/> Thanksgiving Day (USA)
<input type="checkbox"/> Memorial Day (USA)	<input type="checkbox"/> Thanksgiving Friday (USA)
<input type="checkbox"/> Canada Day (Canada)	<input type="checkbox"/> Christmas Day
<input type="checkbox"/> Independence Day (USA)	<input type="checkbox"/> Boxing Day

Date (MM-DD) Holiday Name Date (MM-DD) Holiday Name  
(user entered holiday dates must be re-entered each year)

Designated Day for Statutory Holiday falling on a Saturday: ☒ Friday ☐ Monday

**Note: Statutory Holidays added after leave data is entered will cause deletion of conflicting leave data (if any).**

OK Cancel

### Setup Options Dialog - New

Setup Options

General | Holidays

Organization Name:  RAINBOW SERVICES

Fiscal Year End:  2015-03 YYYY-MM (locked after employee records added)

Leave Information

Leave Type * (Vacation, Sick, etc.)	Leave Accrual Rate (Days per Year)	Accumulation Limit (Hours)	Carry-Over Allowed
VACATION	20	<input type="text"/>	<input checked="" type="checkbox"/>
SICK	15	600	<input checked="" type="checkbox"/>
EMERGENCY	5	<input type="text"/>	<input type="checkbox"/>

Additional Employee Information

Field Title *	Data Format *	Include in Report
TITLE	<input checked="" type="radio"/> Text <input type="radio"/> Date	<input type="checkbox"/>
DEPT	<input checked="" type="radio"/> Text <input type="radio"/> Date	<input checked="" type="checkbox"/>

Leave Adjustment Titles

Column 1 (addition)	Column 2 (reduction)
ADJUST-	<input type="text"/>
MENT	<input type="text"/>

Hide Excel ribbon while using LeaveTracker: ☐ (Excel 2010 or later)

Sharing Mode: \* ☒ Single-User ☐ Multi-User

Date Format: \* ☒ YMD ☐ DMY ☐ MDY

Registration:  Rain\*\*\*\*\*

**Note: In Multi-User mode, changing any item marked \* will cause deletion of existing change tracking history.**

OK Cancel

Setup Options

General | Holidays

These Statutory Holidays will appear on the Employee Leave Record calendar:

<input checked="" type="checkbox"/> New Year's Day	<input checked="" type="checkbox"/> Civic Holiday (Canada)
<input type="checkbox"/> Martin Luther King Day (USA)	<input checked="" type="checkbox"/> Labour Day (USA & Canada)
<input type="checkbox"/> Family Day (Canada-AB,ON,SK)	<input checked="" type="checkbox"/> Thanksgiving Day (Canada)
<input type="checkbox"/> Presidents' Day (USA)	<input type="checkbox"/> Columbus Day (USA)
<input checked="" type="checkbox"/> Good Friday	<input checked="" type="checkbox"/> Remembrance Day (Canada)
<input type="checkbox"/> Easter Monday	<input type="checkbox"/> Veterans Day (USA)
<input checked="" type="checkbox"/> Victoria Day (Canada)	<input type="checkbox"/> Thanksgiving Day (USA)
<input type="checkbox"/> Memorial Day (USA)	<input type="checkbox"/> Thanksgiving Friday (USA)
<input checked="" type="checkbox"/> Canada Day (Canada)	<input checked="" type="checkbox"/> Christmas Day
<input type="checkbox"/> Independence Day (USA)	<input type="checkbox"/> Boxing Day

Date (MM-DD) Holiday Name Date (MM-DD) Holiday Name  
(user entered holiday dates must be re-entered each year)

Designated Day for Statutory Holiday falling on a Saturday: ☐ Friday ☒ Monday

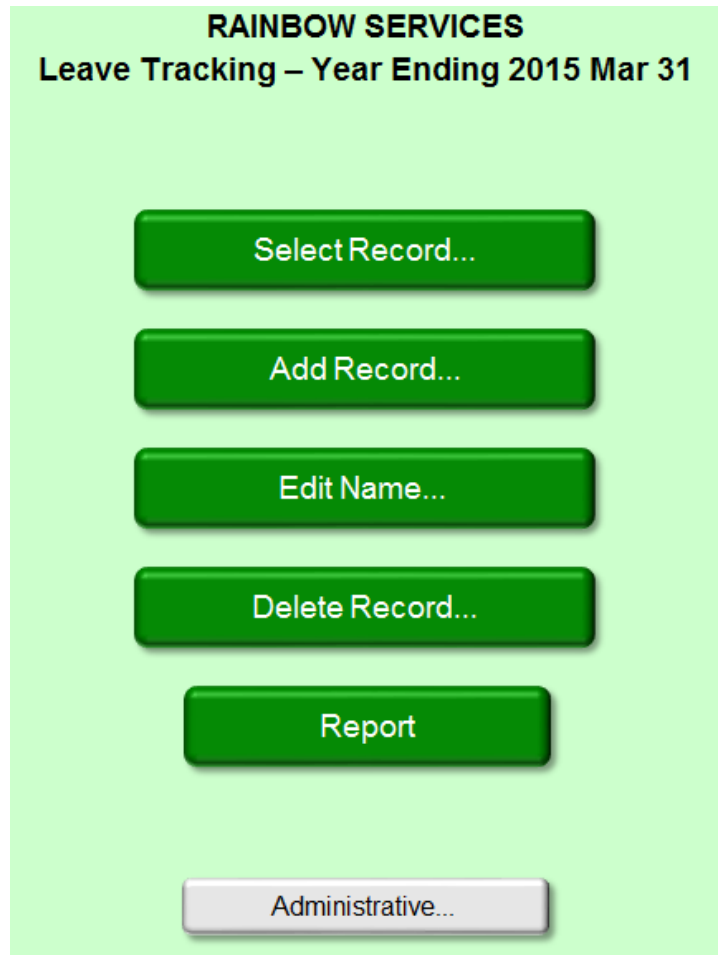
**Note: Statutory Holidays added after leave data is entered will cause deletion of conflicting leave data (if any).**

OK Cancel

### Setup Options Dialog - Example

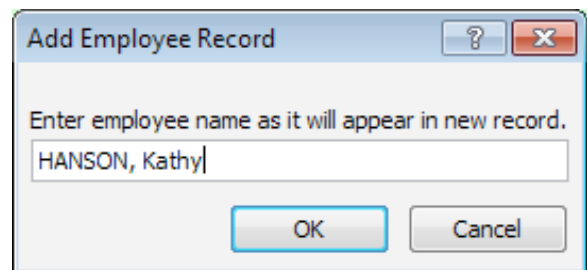
## Adding an Employee Leave Record

Having completed the initial setup, you are now ready to add employee records. Click the Add Record button.



**Home Page**

When the dialog appears, you can enter an employee name. The employee's last name should always come before their first name for proper sorting. Click the OK button.



**Add Employee Record Dialog**

A blank Employee Leave Record opens, ready to be filled out.

LeaveTracker, Rainbow, 2014-2015.xlsm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

R3C12

**RAINBOW SERVICES**

**Leave Tracking – Year Ending 2015 Mar 31**

NAME: HANSON, Kathy START DATE: TITLE: DEPT:

NOTES:

PAID LEAVE	HOURS CARRIED OVER	+ ADJUST-MENT	-	+ ACCRUED 2014 Apr 4	- USED OR SCHEDULED	= HOURS REMAINING
VACATION	0	0	0	0	0	0
SICK	0	0	0	0	0	0
EMERGENCY	0	0	0	0	0	0
PARTIAL	CLEAR	VACATION RATE OVERRIDE	Date: 2014 Apr 1 Days/Yr: 20			

STARTING	DAILY HOURS *						
	S	M	T	W	T	F	S
2014 Apr 1							

### April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\* A STARTING date with no DAILY HOURS indicates the start of an UNPAID LEAVE period (no PAID LEAVE hours accrued).

### Employee Leave Record - New

Now, you could simply click the Home Page button to return there and repeat the process for another employee, or you can begin entering data into the blank record.

The Employee Leave Record is the heart of the LeaveTracker application. Before getting into the details of entering data, an Employee Leave Record in use might look something like this:

LeaveTracker, Rainbow, 2014-2015.xlsm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

R1C1

Home Page  
Print Revert

**RAINBOW SERVICES**

**Leave Tracking – Year Ending 2015 Mar 31**

Prev Next  
Select Record

NAME: HANSON, Kathy START DATE: 2007 Sep 4 TITLE: Receptionist DEPT: Admin

NOTES:

PAID LEAVE	HOURS CARRIED OVER	+ ADJUST-MENT	-	+ ACCRUED 2014 Dec 20	- USED OR SCHEDULED	= HOURS REMAINING
VACATION	44.5	0	0	73.26	84	33.76
SICK	88.75	0	0	54.94	18.5	125.19
EMERGENCY	0	0	0	18.31	5	13.31

PARTIAL CLEAR VACATION RATE OVERRIDE Date: 2014 Apr 1 Days/Yr: 20

STARTING	DAILY HOURS *						
	S	M	T	W	T	F	S
2014 Apr 1		4	8	8	8	4	
2014 Sep 29							
2014 Nov 24		8	8	8	8		

### April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	5.00	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	2.50	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\* A STARTING date with no DAILY HOURS indicates the start of an UNPAID LEAVE period (no PAID LEAVE hours accrued).

Employee Leave Record - Example

## Entering Data in an Employee Leave Record

There are six distinct areas in an Employee Leave Record; the navigation / title area at the top, the employee info area just below that, the "Daily Hours" table on the right, the calendar at the bottom, the leave summary table on the left, and the "Vacation Rate Override" table below that. We will describe those in logical order, starting with employee info.

### Employee Info:

Since the employee name has already been entered, the next item is the START DATE, the date of the employee's first day of work at your organization. If this date falls within the current fiscal year, it is used as the date that paid leave accrual begins. If they have been set up, you could also fill in any optional employee info fields ("TITLE" and "DEPT" in the above example). The NOTES section is for any information which might help clarify anything unusual in the rest of the leave record (notes are currently carried forward each year).

### "Daily Hours" Table:

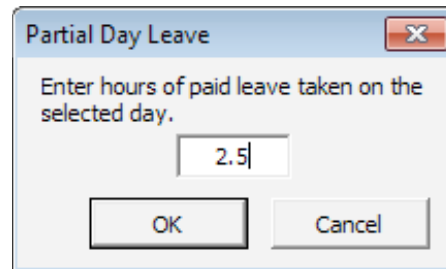
When you click anywhere in the "Daily Hours" table, you will notice that an orange "RESUME" button appears. This indicates that automatic updating of the Employee Leave Record resulting from changes to "Daily Hours" data is temporarily suspended until you click the "RESUME" button or anywhere else outside of this table. You should ensure that any changes made here are correct before leaving the table because doing so (resuming auto-updating) will cause deletion of any leave data on the calendar which conflicts with the updated "Daily Hours" data. If unintended consequences do result, using the "Revert" button might be necessary to restore deleted data.

A useful feature of the "Daily Hours" table is the accommodation of unpaid leave periods (aka extended leave). This is done by entering a starting date but no hours for that date. The time period starting on that date (up to the next starting date, if any) will not accrue any paid leave, and will be shown in light gray on the calendar.

### Calendar:

The calendar is where paid leave is graphically entered and displayed. Up to four types of paid leave may be shown, Vacation leave and three optional choices (covered later). To enter paid leave on the calendar, **simply select the desired days on the calendar using your mouse, then click the appropriate PAID LEAVE button** in the summary table. If the selected days are scheduled workdays, they will change colour accordingly and the corresponding number of paid leave hours will appear in the HOURS USED OR SCHEDULED section of the summary table.

If those are full days of leave, no further action is required. However if any are partial days, they can be accommodated as follows. First select a day on the calendar which is a partial day of paid leave. Then click the PARTIAL button. A dialog appears where you can enter the actual hours of paid leave taken for that day. This change is automatically reflected in the summary table.



**Partial Day Leave Dialog**

The CLEAR button is used in similar fashion to the PAID LEAVE buttons to cancel any invalid paid leave selected on the calendar.

### **Leave Summary Table:**

This is where it all comes together, a record of paid leave hours carried over from the previous year, leave adjustment (if any), hours accrued (earned) so far this year, hours used or scheduled so far this year, and hours of unused paid leave remaining.

Next to the HOURS CARRIED OVER column in an employee record are two Leave Adjustment columns (the actual title of each column is set in the Setup Options dialog). This is for administrative use, for example, to award one-time additional paid leave to an employee, a one-time reduction in paid leave (such as by paying out accrued leave), or for any other one-time adjustment to paid leave available to an employee.

The date in the ACCRUED column is always set to the current date when an employee record is opened, but you can temporarily change it to any other date in the fiscal year if you want to know how many paid leave hours are accrued to that date. It will revert to the current date the next time the employee record is opened.

### **"Vacation Rate Override" Table:**

This table is for employees who have a different vacation accrual rate than the default rate set in the Setup Options dialog. Normally, the default vacation rate is shown unless it is overridden by entering a different rate here. A second rate at a later date may also be entered if there is a change during the year. Most often, a change would occur on an anniversary of the employee's start date. This setting is carried forward each subsequent year.



## Navigation / Title Area:

Each employee record is automatically saved upon leaving it, either by returning to the Home Page, switching to another employee record, or by exiting LeaveTracker. The Revert button's function is to reload the last saved copy of an employee record, replacing any changes made during the current session. It may be used to repair an unintentional loss of data while editing an employee record.

The Print button simply displays a standard Print dialog for the current employee record. The Home Page button returns you to that page. The Prev, Next, and Select Record buttons are for switching directly to another employee record.

**RAINBOW SERVICES**  
**Leave Tracking – Year Ending 2015 Mar 31**

2014 Dec 20

NAME: HANSON, Kathy
START DATE: 2007 Sep 4
TITLE: Receptionist
DEPT: Admin

NOTES:

PAID LEAVE	HOURS CARRIED OVER	+ ADJUST-MENT	-	+	-	=
				ACCRUED 2014 Dec 20	USED OR SCHEDULED	HOURS REMAINING
VACATION	44.5	0	0	73.26	84	33.76
SICK	88.75	0	0	54.94	18.5	125.19
EMERGENCY	0	0	0	18.31	5	13.31

STARTING	DAILY HOURS *						
	S	M	T	W	T	F	S
2014 Apr 1		4	8	8	8	4	
2014 Sep 29							
2014 Nov 24		8	8	8	8		

**April**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	5.00	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	2.50	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March**

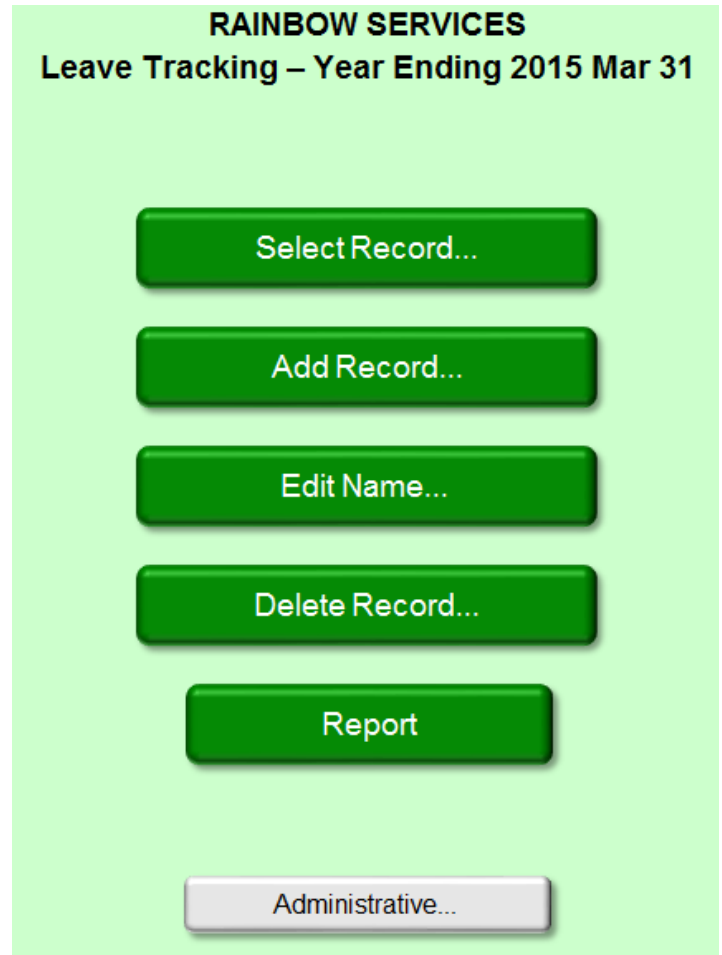
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

\* A STARTING date with no DAILY HOURS indicates the start of an UNPAID LEAVE period (no PAID LEAVE hours accrued).

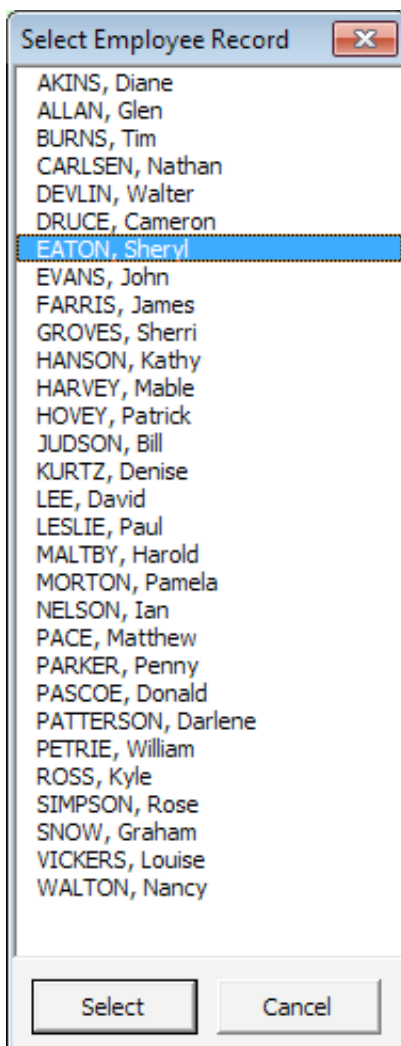
## The Home Page's Other Duties

You have already used the Add Record button to add employee records. If there is at least one employee record in the LeaveTracker database, you can use the four other large buttons on the Home Page (Select Record, Edit Name, Delete Record, and Report).

The Administrative button will also be described here in detail.



**Home Page**



### Select Record:

Clicking the Select Record button displays the Select Employee Record dialog, with an alphabetical list of all employee names, allowing you to switch directly to any employee record. Clicking the other Select Record button on an Employee Leave Record does the same thing.

**Select Employee Record Dialog**

### Edit Name:

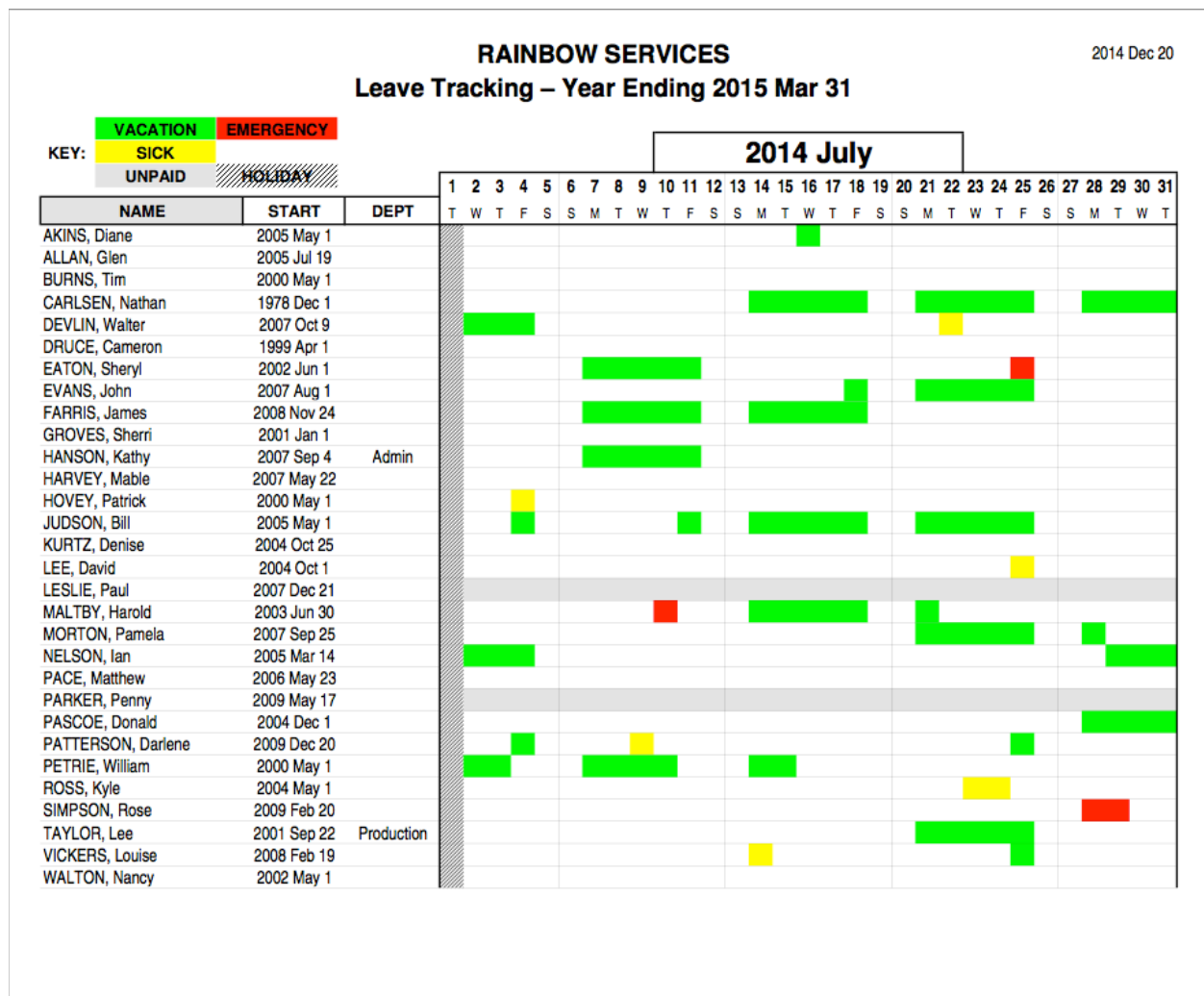
Because the employee name is the key identification for each employee record, editing of employee names is carefully controlled by using this button. It can be used for anything from correcting a spelling typo to the actual change of a person's name.

### Delete Record:

Pretty obvious what this does.

### Report:

The Report button produces a page graphically displaying paid and unpaid leave periods for all employees. It may be used to check staff coverage in each department of the organization during upcoming periods, or for many other purposes. The Report page displays one month at a time, and can be easily changed to any other month in the fiscal year using the month pop-up menu. Each of the employee information columns (up to four) may be sorted by clicking the button at the top of each column. Clicking a button a second time reverses the sort order.

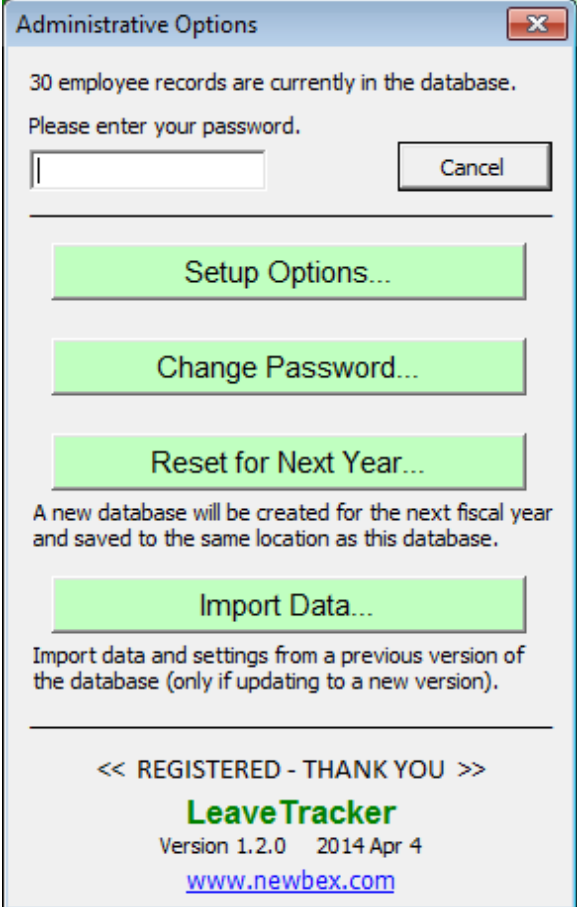


Report - Printed

## Administrative Options

Normally, if more than one person has access to LeaveTracker, an administrator password should be set, using the Change Password button. If a password has been set, it must be entered in the Administrative Options dialog before any of its buttons can be used.

A description of each of the buttons on the Administrative Options dialog follows.



The image shows a screenshot of the 'Administrative Options' dialog box. At the top, it states '30 employee records are currently in the database.' Below this, it says 'Please enter your password.' with a text input field and a 'Cancel' button. There are three large green buttons: 'Setup Options...', 'Change Password...', and 'Reset for Next Year...'. Below the 'Reset for Next Year...' button, it says 'A new database will be created for the next fiscal year and saved to the same location as this database.' There is another large green button labeled 'Import Data...'. Below this button, it says 'Import data and settings from a previous version of the database (only if updating to a new version)'. At the bottom, it says '<< REGISTERED - THANK YOU >>' followed by 'LeaveTracker' in green, 'Version 1.2.0 2014 Apr 4', and the website 'www.newbex.com' with a blue underline.

**Admin Options Dialog**

## Setup Options - General:

Setup Options

General | Holidays

Organization Name: RAINBOW SERVICES

Fiscal Year End: 2015-03 YYYY-MM (locked after employee records added)

Leave Information

Leave Type * (Vacation, Sick, etc.)	Leave Accrual Rate (Days per Year)	Accumulation Limit (Hours)	Carry-Over Allowed
VACATION	20		<input checked="" type="checkbox"/>
SICK	15	600	<input checked="" type="checkbox"/>
EMERGENCY	5		<input type="checkbox"/>
			<input type="checkbox"/>

Additional Employee Information

Field Title *	Data Format *	Include in Report
TITLE	<input checked="" type="radio"/> Text <input type="radio"/> Date	<input type="checkbox"/>
DEPT	<input checked="" type="radio"/> Text <input type="radio"/> Date	<input checked="" type="checkbox"/>

Leave Adjustment Titles

Column 1 (addition)	Column 2 (reduction)
ADJUST-	
MENT	

Hide Excel ribbon while using LeaveTracker: ☐ (Excel 2010 or later)

Sharing Mode: \* ☒ Single-User ☐ Multi-User

Date Format: \* ☒ YMD ☐ DMY ☐ MDY

Registration: Rain\*\*\*\*\*

**Note:** In Multi-User mode, changing any item marked \* will cause deletion of existing change tracking history.

OK Cancel

### Setup Options Dialog - General

The **General** tab of the Setup Options dialog contains the following settings:

- **Organization Name** - The name that will appear at the top of the Home Page, Employee Leave Record, and Report.
- **Fiscal Year End** - The year and month of the next fiscal year end, normally the last month in a quarter. This is required before employee records can be added, and cannot be changed later (unless all employee records are deleted).
- **Leave Type** - Up to four types of paid leave. Vacation leave can be renamed. Some other paid leave types in common use are Sick, Personal, Parental, Family Events, Emergency, Special, Bereavement, Compassionate, Compensatory Time, Training, Military Duty, and Civil Duty.
- **Leave Accrual Rate** - Accrual rate, in days of leave per year (based on a five day work week).
- **Accumulation Limit** - Maximum accumulation of leave allowed, in hours (if applicable).
- **Carry-Over Allowed** - Check if unused leave may be carried over to the following year.
- **Field Title** - Optional fields which appear on the Employee Leave Record for employee title, department, or other information.
- **Data Format** - Data type for each corresponding field. Use Text for all but formatted dates.
- **Include in Report** - Check to include this information in the Report, especially if you might want to sort the Report by one of these fields.

- **Leave Adjustment Titles** - Optional titles for the two Leave Adjustment columns on the Employee Leave Record.
- **Hide Excel ribbon** - This hides the Excel ribbon while using LeaveTracker, then restores it to its previous state when exiting LeaveTracker. Hiding the ribbon is recommended to provide more space for LeaveTracker's window, and the ribbon is unneeded when using LeaveTracker.
- **Sharing Mode** - Single-User mode if only one person will maintain the database. Multi-User mode may be useful if LeaveTracker is installed on a server for access from different locations. The value of Multi-User mode is questionable, and simultaneous access by more than one user is not recommended in Microsoft Excel.
- **Date Format** - Your preferred format for dates in LeaveTracker.
- **Registration** - Enter your license key here to remove demo limitations.

### Setup Options - Holidays:

The **Holidays** tab of the Setup Options dialog contains the following settings:

- **Statutory Holidays** - These appear on the Employee Leave Record calendar as white text on a black background. In addition to the most common statutory holidays in Canada and the USA, up to eight user-defined holidays may be set. User-defined holiday names are carried forward to the following year, but the holiday dates must be reset each year.
- **Designated Day** - Determines if the designated weekday for a statutory holiday falling on Saturday is the Friday before or the Monday after. Holidays falling on Sunday are always moved to the Monday after.

Setup Options

General Holidays

These Statutory Holidays will appear on the Employee Leave Record calendar:

<input checked="" type="checkbox"/> New Year's Day	<input checked="" type="checkbox"/> Civic Holiday (Canada)
<input type="checkbox"/> Martin Luther King Day (USA)	<input checked="" type="checkbox"/> Labour Day (USA & Canada)
<input type="checkbox"/> Family Day (Canada-AB,ON,SK)	<input checked="" type="checkbox"/> Thanksgiving Day (Canada)
<input type="checkbox"/> Presidents' Day (USA)	<input type="checkbox"/> Columbus Day (USA)
<input checked="" type="checkbox"/> Good Friday	<input checked="" type="checkbox"/> Remembrance Day (Canada)
<input type="checkbox"/> Easter Monday	<input type="checkbox"/> Veterans Day (USA)
<input checked="" type="checkbox"/> Victoria Day (Canada)	<input type="checkbox"/> Thanksgiving Day (USA)
<input type="checkbox"/> Memorial Day (USA)	<input type="checkbox"/> Thanksgiving Friday (USA)
<input checked="" type="checkbox"/> Canada Day (Canada)	<input checked="" type="checkbox"/> Christmas Day
<input type="checkbox"/> Independence Day (USA)	<input type="checkbox"/> Boxing Day
<input type="checkbox"/> [ ] [ ]	<input type="checkbox"/> [ ] [ ]
<input type="checkbox"/> [ ] [ ]	<input type="checkbox"/> [ ] [ ]
<input type="checkbox"/> [ ] [ ]	<input type="checkbox"/> [ ] [ ]
<input type="checkbox"/> [ ] [ ]	<input type="checkbox"/> [ ] [ ]

Date (MM-DD)      Holiday Name      Date (MM-DD)      Holiday Name

(user entered holiday dates must be re-entered each year)

Designated Day for Statutory Holiday falling on a Saturday: ☐ Friday ☒ Monday

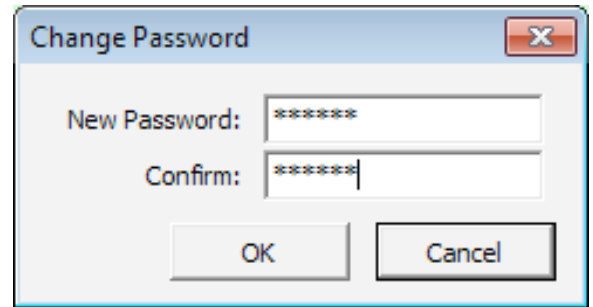
**Note:** Statutory Holidays added after leave data is entered will cause deletion of conflicting leave data (if any).

OK Cancel

Setup Options Dialog - Holidays

### Change Password:

You can set or change the administrative password here. Leaving both text boxes blank removes password protection. This password is used for the Administrative Options dialog, and also for overriding HOURS CARRIED OVER in an employee record as described later.



**Change Password Dialog**

### Reset for Next Year:

Resetting the database is normally done after all leave data for the current fiscal year has been entered and confirmed correct. Clicking this button creates a new LeaveTracker database for the following year in the same location as the current database, but leaves the current database unchanged. The new database may be named as desired when it is created.

The starting values for the new database are the current Daily Hours, Vacation Rate, etc. for each employee record. The NOTES section of each employee record is currently carried over as well, so may require editing of notes applying only to the previous year.

HOURS ACCRUED in the current database are calculated as of the last day of the fiscal year so that HOURS REMAINING will be accurately reflected as HOURS CARRIED OVER in the new database employee records (where carry-over is allowed). The calendar is also updated, including pre-defined statutory holidays, but user-defined holiday dates must be manually reset each year. The new LeaveTracker database is then ready to use in the new fiscal year.

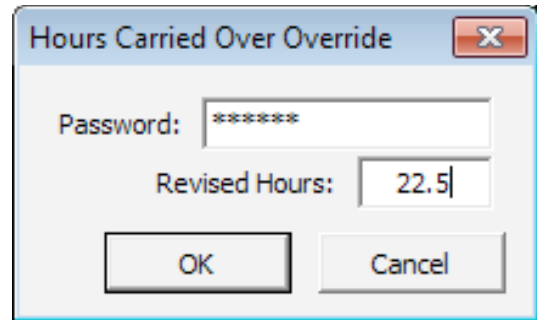
### Import Data:

When a new version of LeaveTracker is opened, it will first ask if you would like to import data and settings from a previous version. Alternatively, you can use the Administrative Options >> Import Data button to import all leave data and settings from the old version. This is most convenient if you start with both files in the same directory. When the Import Data button is clicked in the new version, a standard file dialog opens so you can select the old version file to import from. Click the Open button to import all data and settings (including license key) into the new version. The new version is now ready for use.

## Other Administrative Options

### Overriding Hours Carried Over:

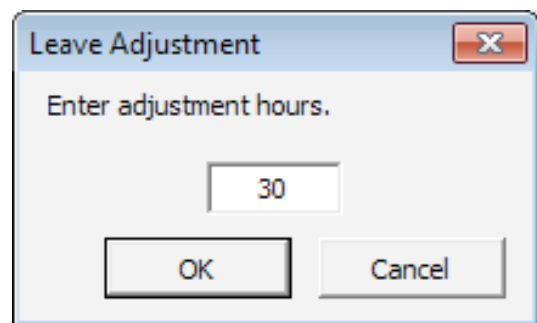
Click on a value to be changed in the HOURS CARRIED OVER column to have this dialog appear. It can be used in an unusual situation where one or more of these values requires revision. Due to potential for misuse, this operation requires the administrative password for each change.



Hours Carried Over Override Dialog

### Leave Adjustment:

Click on a value to be changed in the Leave Adjustment columns, described previously, and enter adjustment hours in the dialog.



Leave Adjustment Dialog

## Cautions

- Excel macro security level must be set to low or medium for LeaveTracker to function.
- **IMPORTANT:** Use only LeaveTracker's buttons and window close box ("X"), not Excel's ribbon or menus. While using LeaveTracker, please do not directly change any Excel settings which could affect macro operation, such as sharing settings. Hiding the ribbon may help in this regard, and it provides more space for LeaveTracker's window.
- Single-user mode is recommended, rather than multi-user mode, due to potential issues with Microsoft's implementation of shared workbooks.
- All computer hardware and software are susceptible to data loss. Please back up regularly.



## System Requirements

Microsoft Excel 2007 or later.

## Recent Version History

### Version 1.3.0 (April 1, 2015)

- Added a report to display (and export) a year-to-date leave summary for all employees.
- Added the ability to display leave in days in an employee leave record.
- Other minor improvements.

### Version 1.2.6 (February 9, 2015)

- Minor bug fix.

### Version 1.2.5 (December 15, 2014)

- Can be updated from version 1.1.2 or later.

### Version 1.2.4 (December 5, 2014)

- Added option to hide Excel's status bar while using LeaveTracker.
- Misc. bug fixes.

### Version 1.2.3 (November 27, 2014)

- Misc. bug fixes.

### Version 1.2.2 (November 21, 2014)

- "VACATION" text can be changed to e.g. Annual Leave or Paid Time Off.
- Other minor improvements.

### Version 1.2.1 (April 16, 2014)

- More reliable and informative error-handling method for Daily Hours Starting Dates.
- Bug fix: Increased maximum length of user-settable holiday names to 25 characters.
- Other minor improvements.

### Version 1.2.0 (April 4, 2014)

- Added eight user-settable holidays. Removed four seldom-used holidays.
- Added a second Leave Adjustment column for deductions from leave entitlement.
- Added option to hide Excel's ribbon while using LeaveTracker (Excel 2010 or later).
- Tested with Excel 2013 and Windows 8, with no issues.
- Revised leave calculation algorithm to improve accuracy (a few minutes per year).
- Bug fix: Numeric admin passwords now work correctly.
- Other minor improvements and fixes.

## Under Consideration for Future Versions (your comments are welcome)

1. An intuitive way to schedule leave into the next fiscal year.
2. Do not have the NOTES section carried over to the following year, or let the user decide.
3. Any other changes to help make LeaveTracker more intuitive and functional.

## Distribution And License Agreement

**LeaveTracker is not free.** Until you purchase it, it runs in demo mode, in which no more than three employee records can be added. In order to enable the full version, you will need to purchase LeaveTracker. To do so, go to this URL: [www.newbex.com/store.html](http://www.newbex.com/store.html)

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## Contacting Newbex

You can always get the latest versions of our products, and news updates at Newbex's Web Site:

[www.newbex.com](http://www.newbex.com)

For support on LeaveTracker, or for any other communication either visit the online contact page at:

[www.newbex.com/contact.php](http://www.newbex.com/contact.php)

or email us at one of these email addresses:

[sales@newbex.com](mailto:sales@newbex.com)  
[support@newbex.com](mailto:support@newbex.com)

Please let us know what you think of LeaveTracker. Your comments or suggestions for a current product or future Excel application are always welcomed.



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