

How to request a leave in ASA SX?

➔ For employees only.

(Subcontractors do not have to fill in holiday request and follow the validation process)

For each illness, you must inform your Back Office Assistant **FIRST!** A request will be added in ASA SX by him.

All leaves added in ASA SX will be automatically replicated into your timesheet.

To make a new request, on the left sidebar choose in the “Leave” menu: “Leave requests”.
You will see the list of all request with a status “In progress”.

All In progress Validated Cancelled To validate Search										
Add Delete Export Options Counters										
Code	Employee	Type	From	To	Request date	Number of days	Status	Validation status		
☐ DUPONT Francois-025	DUPONT Francois 3248	Legal Holidays	31/08/2020 Morning	11/09/2020 Evening	25/06/2020 08:03	10.00	In progress	Validation	🔍	☆
☐ DUPONT Francois-029	DUPONT Francois 3248	Illness	27/07/2020 Morning	27/07/2020 Evening	27/07/2020 08:56	1.00	In progress	Validation	🔍	☆
☐ DUPONT Francois-031	DUPONT Francois 3248	Legal Holidays	16/10/2020 Morning	16/10/2020 Evening	25/11/2020 11:12	1.00	In progress	Submit request	🔍	☆

Click on the “Add” button to open a new request window.

Code

The number will automatically be a

Status

In progress

Employee *

DUPONT Francois 32488

Type *

Legal Holidays

From *

15/02/2021

Morning

To *

15/02/2021

Evening

Number of days

1.00

Current period

Leave entitlement (on 01/07/2020)

20.00 d

Balance (on 01/07/2020)

17.50 d

Validated requests (on 31/12/2020)

0.00 d

Non-validated requests (on 31/12/2020)

11.00 d

Theoretical balance (on 31/12/2020)

6.50 d

Next period

Validated requests (on 15/02/2021)

0.00 d

Non-validated requests (on 15/02/2021)

0.00 d

Theoretical balance (on 15/02/2021)

6.50 d

Choose the leave type into the list. It will give you the counter for this type.

Afterwards you have to define the period from (starting date) till (last day included).

In case of ½ days, you have to choose the right day and specify:

- From **Morning** till **Noon**
- From **Noon** till **Evening**

Then click on “Add” button to go to the next window.

In case you see one of your counters **is negative**,
you have to modify your request in order to recover a positive
counter. **Only at this moment you can submit your request.**



Update = save data with possibility to modify them later.

Submit = save data, no possibility to modify. Next step is validation.

Once the request is validated by your responsible **you can't change** it anymore.
In case a change is necessary you have to ask it by mail to your Backoffice Assistant.