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Annual Leave Roster Template Excel:

DIY Guide in customising Staff Annual Leave Planner & Roster using Google Sheets Singson Kwan, *DIY Guide in Customising Staff Annual Leave Planner and Roster Using Google Sheets* Singson Kwan, 2017-01-18 What are the aims of this guide This guide aims to provide a cost effective method to customise a leave planner and roster so that both manager and staff have a high visibility or transparency of leave availability even before and during leave projection stages The following are the salient features of the planner Staff can project his leave and makes changes anytime and anywhere using computer or smartphone It shows real time changes made by other team members simultaneously even while in the process of any editing that might be going on Staff can have a good overview in terms of the leave availability on different dates Entire staff team are able to view the planner at any given time however the editing of the cells and rows feature will be disabled unless given edit permission Manager can review the editing history made by all staff Manager can set up alert to auto highlight leave clashes Manager can freeze certain portion of the planner once staff projection period ends Who is this guide aimed at This guide is designed for managers or team leaders who are assigned to take charge of staff leave planning and approval duties By integrating information technology and human psychology this book helps people managers create a shared leave projection platform for advanced leave planning for the team colleagues As good people manager we always aim at achieving a win win situation ensuring smooth running of the operational unit as well as meeting staff personal needs in terms of leave taking Through years of observation I came to realise leave clashing among staff is one of the key operational problems which creates negative impact on working relationship among team members A lot of time has been spent on handling and tackling leave related issues which indirectly affects the overall productivity I have been studying and searching both intensively and extensively for a cost effective way to facilitate the handling management of staff leave projection and allocation However most off the shelf human resource or roster planning software are usually catered for local computer installation requirement Most are not fully transparent in the sense that they are designed for manager use instead of providing online shared access for other staff Lacking in flexibility of customization ready made software s is also unlikely to suit the actual need of your unit In addition the cost of the afore mentioned software s could prove to be too exorbitant for a small department in terms of justifying budget planning All these pre existent issues and shortcomings have inspired me to find a solution thus developing a DIY system to help managers departmental heads or anyone involved in tackling this managerial challenge became my utmost priority In the following chapters I will walk you through the steps in how to create an online leave planner which can be made accessible by members of your staff I hope you will find this book purposive concise and practical in bringing in benefits to you and your team

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