

May 2018 Updates

We've made improvements in a couple of places in Totem Leave, both on the surface and in the background

- Firstly, we now log when an employee cancels leave, so that it will show in the employee's activity log, visible both to the employee and their manager. See two examples:

The screenshot displays the 'View' page for Emma Stone in the Totem Leave system. The top navigation bar includes links for Dashboard, Request Leave, Leave History, Pending Approval, Calendar, Employees, Reports, and Mass. The left sidebar shows Emma Stone's profile with details: Direct Manager (George O'Conney), Department (IT), Email (tancharonk@painplus.asia), Probation (no), Date Join (01 Sep 2015), Length of Service (2 year(s)), and Leave Profile (Default Leave Profile). A 'Leave Balance' chart shows a bar for 'Annual L' in May. The main content area features a 'Leave Listing' table with columns: Leave Date, Period, Leave Category, Reason, Status, Review Date, and Options. The table lists several leave requests, including Annual Leave and Sick Leave, with their respective dates, durations, reasons, and statuses.

Leave Date	Period	Leave Category	Reason	Status	Review Date	Options
02 Jul 2018	1d 0h	Annual Leave	go to party	Pending		
26 Jun 2018	1d 0h	Annual Leave	Party at my children school	Cancelled	01 Jun 2018 13:10	
21 May 2018 (morning)	4h	Sick Leave	stomachache	Approved	24 May 2018 10:38	
25 Apr 2018 - 28 Apr 2018	3d 0h	Annual Leave	Go to Koh Lipe	Approved	06 Mar 2018 10:50	
19 Apr 2018 (morning)	4h	Sick Leave	i have a toothache	Approved	19 Apr 2018 15:19	

- Also, we now take steps to alert the HR admin of a company when an email address in their staff list fails to be deliverable. When a mail is identified as undeliverable, the address will be quarantined until an update is made. The admin will be advised by a message in the Daily Focus, as well as when they log into the system.
- We've improved white-label capabilities of the program
- Daily Focus mail has been reordered to provide higher visibility to more important notifications.

The updates will roll out to all companies this month.