



Introduction

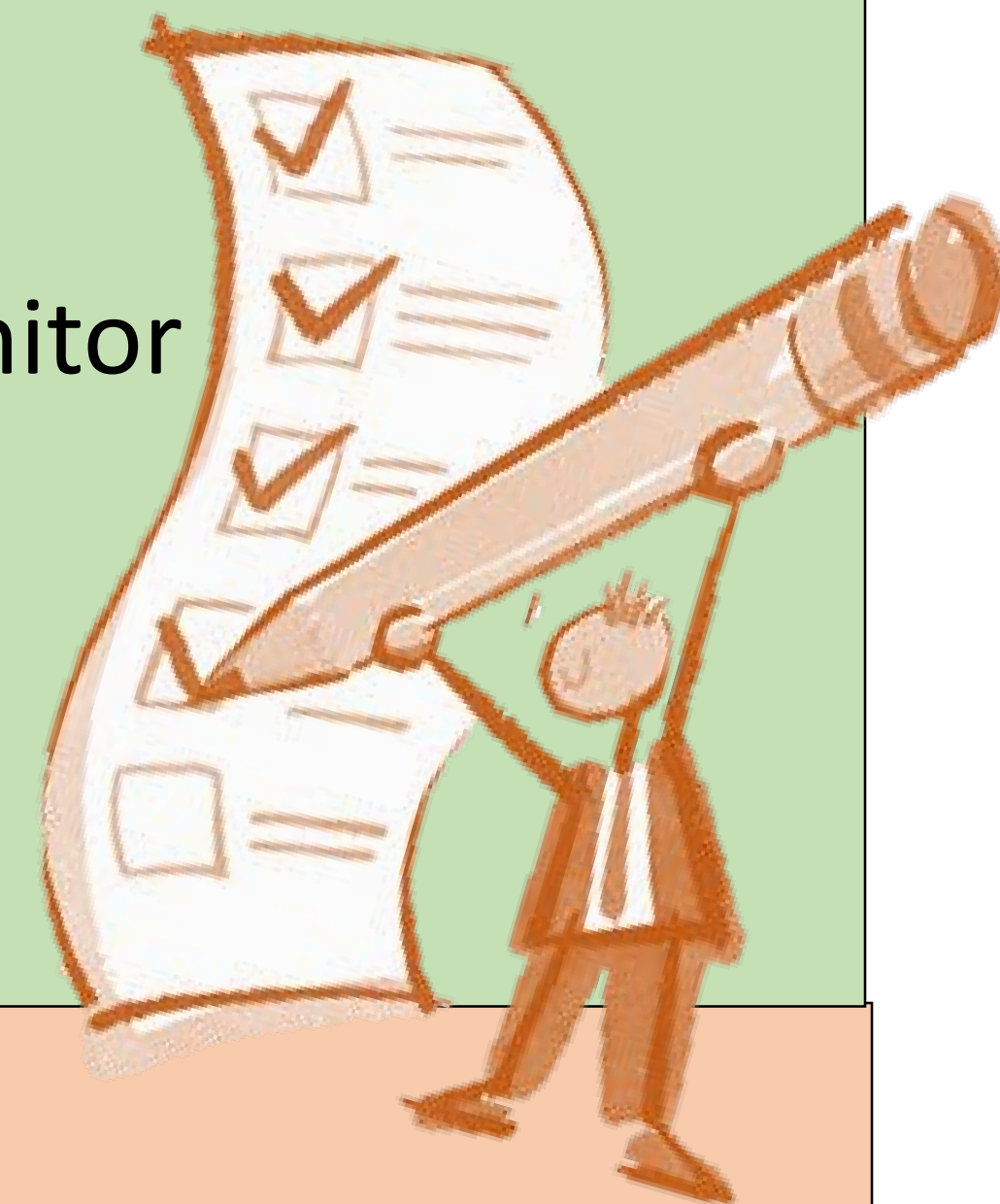
Residents under the employment of MOHH are given leaves entitlement per calendar year. However when residents commence on their residency training under SingHealth, they will be required to adhere to leave guidelines as per their academic year (July to June), thus a leave monitoring system will be required. The department utilizes Google calendar to monitor residents' leave. 2 teams comprising of 11 administrators are given access rights to edit the calendar – residency team and training & education department.

Issues Encountered

- × Different terms used to key leave information
- × Regular recalculation required to ensure accurate information
- × Tedious as it requires time to back track past information
- × Miscalculation due to different level of understanding of guidelines
- × Manual calculation lead time leading to excess leave approved & taken

Objectives

- ✓ Standardize data keyed
- ✓ Accuracy of leave calculation for compliance monitoring purposes
- ✓ Ease of obtaining data
- ✓ Reduce manpower hours require to monitor
- ✓ Real time information



Methodology

- ✓ Utilizing standardized legends & proper tab segregation
- ✓ Incorporating formulae to auto-populate leave taken

Formula: `=COUNTIF(B74:AF74,"AL")+COUNTIFS(B74:AF74,"LH")/2`

	NO. OF LEAVES (AL)	NO. OF LEAVES (MC)	NO. OF LEAVES (ICT)	NO. OF LEAVES (Gov)	NO. OF LEAVES (PH)	TOTAL LEAVES OF TRAINING (TL) (Jan-Jun 17)	TOTAL LEAVES OF ABSENCE (BY ROTATION)
	4	0	0	0	0	0	10
	1	0	0	0	0	2	3.5
	0	1	0	0	0	0	4
	0	0	1	0	0	0	9.5
	7	0	0	0	0	0	9
	1.5	1	0	1	0	0	9.5
	1.5	0	0	0	0	0	7.5
	6	0	0	0	0	0	8
	0	0	0	0	0	0	6
	0	0	1	3	0	0	9.5

- ✓ Educating administrators on the enhanced system and leave guidelines to close the gap

Results



User-friendly interface



Information @ our fingertips

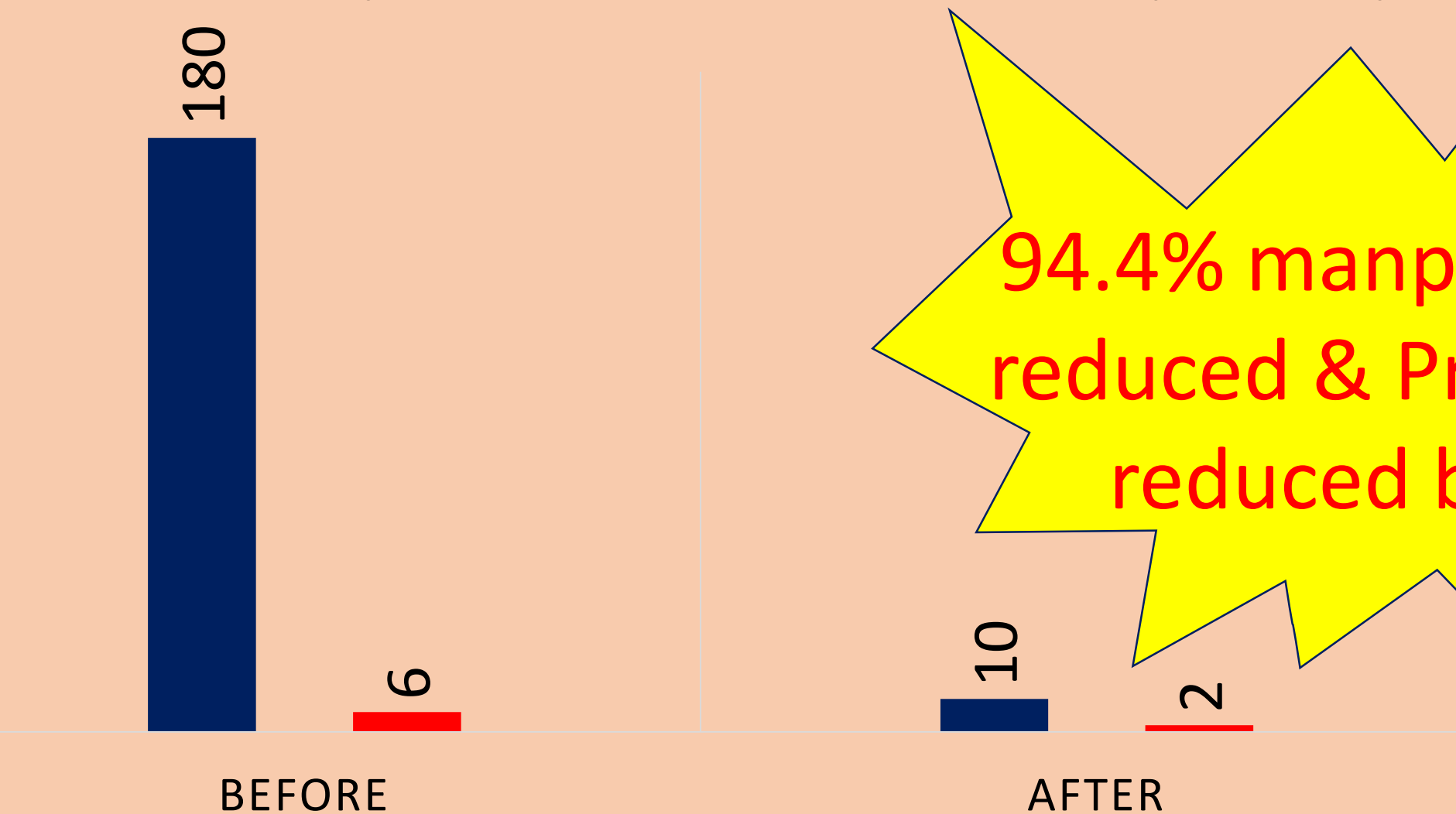


Instant reflection of updated records



Lesser time & steps taken to verify or reconcile

■ Time taken per month (mins) ■ No. of Required Steps



94.4% manpower hours reduced & Process steps reduced by 66.7%

Conclusion

This enhanced leave projection demonstrated the advantages of leveraging on Microsoft Excel formulae knowledge to monitor leave in a systematic manner. Through a coordinated and structured approach, tracking and accessibility of leave records were greatly improved, which enabled us to ensure each resident comply with the leave guidelines.