eLeave management System

Module Summary:

Leave management System (LMS) basically works in related attendance & leave functionality like fill application form, cancellation of leave, view leave details etc..

Web based Leave Application has main ten modules as given below:

1. Leave module
   - Leave Application.
   - Leave cancellation

2. Manual Request module

3. Leave Approval module
   - Leave approval options
     - Leave approval
     - View rejected leave
     - View Approved leave
   - Leave Cancellation options
     - Leave Cancellation
     - View cancelled leave
     - View Approved cancelled leave

4. Manual approval module
   - Manual approval
   - View approval Manual
   - View Rejected Manual

5. Attendance Module

6. Leave Status Module
   - Leave Records
   - Leave Ledger

7. Reports Module

8. Change password Module

9. Sign-Out

10. Help (Related Project) Module -

11. Frequently Ask Question (FAQ) Module

Some administrative option will not appear to simple user or who is not any type of authority

This application developed has 3 level structure concepts.

First user fills leave form from leave request and submit. This form is transferred to his first level authority. This leave application will get approved by first level if first level authority approve then it gets transferred to second level authority if rejected at first level, it will not get transferred to second level. And second level authority can approve or reject this and this is the final approval or rejection of the leave.

If user is self first level approval authority in that case leave application will be automatically approved by first level and get transferred to second level for final approval. Second level authority can approve or reject this and it is the final approval or rejection of the leave.

If user is self first level and second level approval authority in that case leave application will be automatically approved from first level and second level approval will have to self approval.
1. Leave module

Leave application form and cancellation form given below.

Guideline for to Leave Application form.

**EIN NO: **(Compulsory field)

To fill application form first you have to select leave application option after that form requires kinds of information first is EIN No this is an essential field but this field will be filled automatically when you will login the application.

**Date From & To Date( Compulsory field)**

Leave start date and leave end date has to be entered. Leave can be one day or more.
Leave Type : (Compulsory field)

Leave type depends on the kind of leave category in the organization or which type of leave you are entitled for like CL, SL, PL, OD, TL, ML, OL etc. Please note that if you select CL or SL and you have no remaining balance CL/SL in that case alert massage will flash then leave will be submitted and deducted from PL if you don’t want to deduct from PL you can delete leave from grid blow after submission.

The ML leave is entitled only for female married employee. In this case you have to fill an additional field of delivery date this will appear after selecting ML leave type if you are entitled. If you are not entitled of this, leave option will not appear on form and flash a massage.

The SL type of leave is sick leave and after selecting SL upload option will be enabled, if you are taking more than 3 days you have to upload sick/leave certificate other wise ignore this option as for less than 3 SL medical certificate is not required.

Leave cause :

Reason of leave.

Duration :

Select full day always.

Upload certificate :

You have to upload when you are taking SL leave more than 3 days.

Mail : Please check the mail option.

Guideline for to Leave cancellation form.

To fill cancellation form first you have to select leave cancellation option.
2. Manual Request module

Manual entry is done when you are not able to Punch your attendance card so that you have an alternative option to submit attendance through this application feature. EIN, name, card number will be filled automatically when you will click the manual request form.

It is compulsory to fill Process date, in time and out time with date in 24:00 hour format as shown in the form.

Remarks if any

“Manual selection criteria” mean same as application form.
Leave Approval

This option will appear for authority level 1st and 2nd only.

The approval authority can view his employee working under his department.

First select “leave approval option” (upper) then select “leave approval” option in last click “Show status”
1. Click check box to approve or reject the leave.
2. Voucher no. this is the internal processing field.
3. Employee EIN.
4. Employee name.
5. Leave from date.
6. Leave till date.
7. Leave Type , leave can be SL/CL type
9. No of days leave.
10. Remark if any.
11. In Level1 (LVL1) column :
   • “Y” represent that leave application have been approved by first level.
   • “N” represent that leave application required for 1st level approval.
12. In Applicable/Non-Applicable “A/NA” column :
   • “Y” represent that approved by 1st level & 2nd level required.
   • “N” represent that 1st level required.
   • Blank represent that other leave type and certificate is not required.
13. In “Certify.” column :
   • “Show” represent that view the submitted certificate
   • “N/A with pink color” represents that certificate not submitted.

View leave rejected status :
First select “leave approval option” (upper), select “View Reject status” option then click “Show status”. In this option All rejected leave by 1st level and 2nd level will be shown.

View leave approved status :
First select “leave approval option” (upper), select “View approved status” option then click “Show status”. In this option All approved leave by 1st level and 2nd level will be shown.

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**Leave Cancellation**

First select “leave approval option” (upper) select “Leave Cancellation Approval” option then click “Show status”

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<th>EIN NO</th>
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<th>To DATE</th>
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Check All
1. Click check box to approve/reject leave.
2. Voucher No: internal processing field.
3. Employee EIN.
4. Employee name.
5. Leave from date.
6. Leave till date.
7. Leave Type, if column blank he/she has applied for cancellation.
8. Employee remark.
9. No of days leave.
10. Remark if any.
11. In Level 1 (LVL1) column:
   - “Y” represent that approved by 1st level & 2nd level required.
   - “N” represent that 1st level required.

11. Applicable/Not applicable “A/NA” column not required for cancellation.

View Cancellation leave rejected status:

First select “leave cancellation option” (upper), select “View Rejected Cancel Leave” option then click “Show status”. In this “All rejected leave” by 1st level and 2nd level will be shown.

View Cancellation leave approved status:

First select “leave cancellation option” (upper) select “View Approved Cancel Leave” option then click “Show status”. In this option “All rejected leave” by 1st level and 2nd level will be shown.
Attendance Module

Attendance module: Click attendance option where you can view leave status. Select show button to view selected dates, attendance status will be shown in the grid view.

In this module leave status and attendance status will be shown. The attendance status represents summary of the attendance details.
Leave Status Module

Leave Ledger:

In leave ledger employee's authority can view leave status of the particular employee reporting to him/her.
Leave Records:

In leave records employee’s authority can see his/her employee’s balance leave status. To view this record select “Leave Records” option (upper) then click “View records” button.

Click “click show” link button to view detailed leave status of the employee.
Report Module

In report module employee’s authority can see five type of report:

1. SPOT-LATEARRIVAL
2. SPOT- ABSENTEEISM
3. DAILY-PERFORMANCE
4. DAILY-OUT WORK
5. MONTHLY-PERFORMANCE

1 - SPOT-LATEARRIVAL:

In this report employee’s authority can find late arrival status of a particular as well as all employee status. For view status of this report first authority will select “SPOT-LATE ARRIVAL” and also select date then select click “Show Report” button.
2. **SPOT - ABSENTEEISM:**

In this report employee’s authority can find absent status of a particular as well as all employee status. For view status of this report first authority will select “SPOT - ABSENTEEISM” and also select date then select click “Show Report” button.

![Report Table](image1)

3. **DAILY-PERFORMANCE:**

In this report employee’s authority can view DAILY-PERFORMANCE status of a particular as well as all employee status. For view status of this report first authority will select DAILY-PERFORMANCE” and also select date for which date then select click “Show Report” button.

![Report Table](image2)

4. **DAILY-OUT WORK:**

In this report employee’s authority can view DAILY-OUT WORK status of a particular as well as all employee status. For view status of this report first authority will select DAILY-OUT WORK” and also select date then select click “Show Report” button.

![Report Table](image3)
6. MONTHLY-PERFORMANCE:

In this report employee’s authority can view MONTHLY-PERFORMANCE status of a particular as well as all employee status. For view status of this report first authority will select "MONTHLY-PERFORMANCE" and also select from date and till date then select click “Show Report” button.

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**McGRAW-HILL EDUCATION (INDIA) PVT. LTD.**

**Performance Register from 01/11/2007 to 30/11/2007**

**Run Date and Time:** 20/12/2007 12:32

**Paycode:** 710600513
**Card No.:** 00030064
**Employee Name:** SHARAD KRISHNAN

**Present:** 16.00
**Absent:** 02.00
**Weekly CFT:** 80.00
**Holiday:** 01.00
**Total Hours Worked:** 147.29
**Overtime:** 00.00
**Over Time:** 00.00

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**OT:**

**Status:**

**Change password Module**

In change password module employee can change current password. There are three fields and all field are compulsory fields to be filled in. 1\textsuperscript{st} is Old password in this field you have to enter your current password, 2\textsuperscript{nd} is New Password in this field enter new password and the 3\textsuperscript{rd} field is to confirm new password this field must be identical or same as new password field(2\textsuperscript{nd} field) restrict then click “Change Password”.

Employee has to remember that if User Id and Password is identical then suggestion for employee change password early from security reason.

**Sign-Out**

If you want to Sign-out from application just click sign-out option. To properly exit from application use sign-out option.

**About eTimeDesk**

In this menu only introduction of the company, license no. and other information

**Help**

Help option has two types of help, first is contact to internal person by mail second is Application manual. User has to click “Open manual” link option.