

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

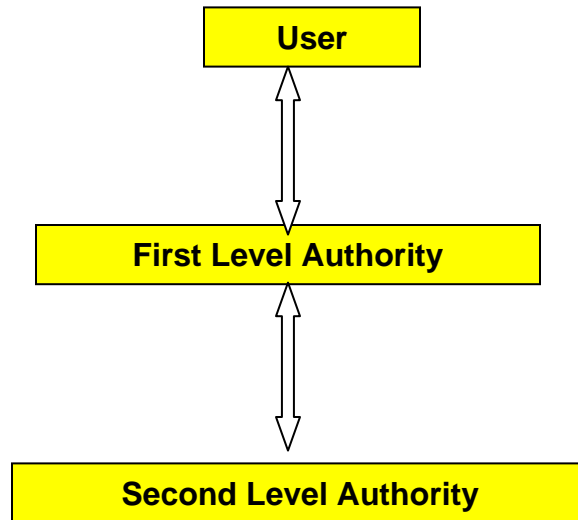
10.Help (Related Project) Module-

11.Frequently Ask Question (FAQ) Module

12.About eTimeDesk.

**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.

Selection Options --> LEAVE APPLICATION LEAVE CANCELLATION

ENI No: 710800513 Date From: 15/12/2007 TO: 15/12/2007

Leave Type: CL->CASUAL LEAVE Leave Cause: Check first

Duration: FULL Day Upload Certificate: [Browse...]

SEND MAIL

Submit Back

Leave Selection Criteria: All

REQUEST DATE	TYPE	LEAVE FROM	leave TO	DAYS	USER REMARKS	STATUS	HOD REMARKS	REJECTED BY	
27/12/2007	PL	15/12/2007	15/12/2007	1	Check first	PENDING			Delete
26/12/2007	PL	11/12/2007	11/12/2007	1	Can fist half	REJECTED		ABHISHEK SHARMA	Delete
26/12/2007	PL	03/12/2007	03/12/2007	1	APP	PENDING FOR FINAL APPROVAL			Delete
26/12/2007	PL	11/12/2007	11/12/2007	1	APP	REJECTED		ABHISHEK SHARMA	Delete
26/12/2007		06/12/2007	07/12/2007	2	Can fist half	PENDING FOR FINAL APPROVAL			Delete
26/12/2007		11/12/2007	11/12/2007	1	Can fist half	REJECTED		ABHISHEK SHARMA	Delete
22/12/2007		04/12/2007	05/12/2007	2	Programme Cancel	APPROVED			Delete

Guideline for to Leave Application form.

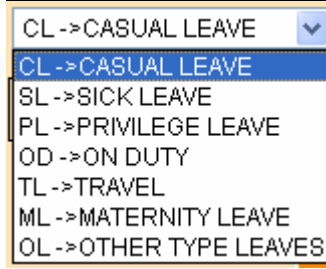
EIN NO: :(Compulsory field)

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)



A dropdown menu for selecting a leave type. The menu is currently open, showing the following options: CL -> CASUAL LEAVE (highlighted), SL -> SICK LEAVE, PL -> PRIVILEGE LEAVE, OD -> ON DUTY, TL -> TRAVEL, ML -> MATERNITY LEAVE, and OL -> OTHER TYPE LEAVES.

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 message 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 message.

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

eTimeDESK
Attendance Management System

WELCOME TO : AJAY SHUKLA (710810400)

MANUAL ENTRY REQUEST WINDOW

Navigation Menu:

- Home
- Manual Request
- Leave Request
- Leave Approval
- Manual Approval
- Attendance
- View Leave Records
- Reports
- Change Password
- Sign Out
- Help
- About Us

Form Fields:

EIN No: 710810400 Card No: 00000056

Name: AJAY SHUKLA Process Date: [] ...

In Time: [] ... Out Time: [] ... Punch Time Should be in 24 hour formate like 05:25 time will be 17:25

Entry Remarks: []

Submit Back

Manual Selection Criteria: All [v]

MANUAL ENTRY STATUS

ENT. ID	ENT. DATE	IN TIME	OUT DATE	Emp Remarks	Status	AUTH.NAME	AUTH.REMARKS	[X]
11	20/12/2007	12:09	06:00		APPROVED	AJAY SHUKLA		Delete
5	06/12/2007	09:31	17:30		APPROVED	AJAY SHUKLA		Delete

Local intranet start Punch Request - Micr... Gmail - Inbox - Micros... eLeave management ... Norton 1:03 PM

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.

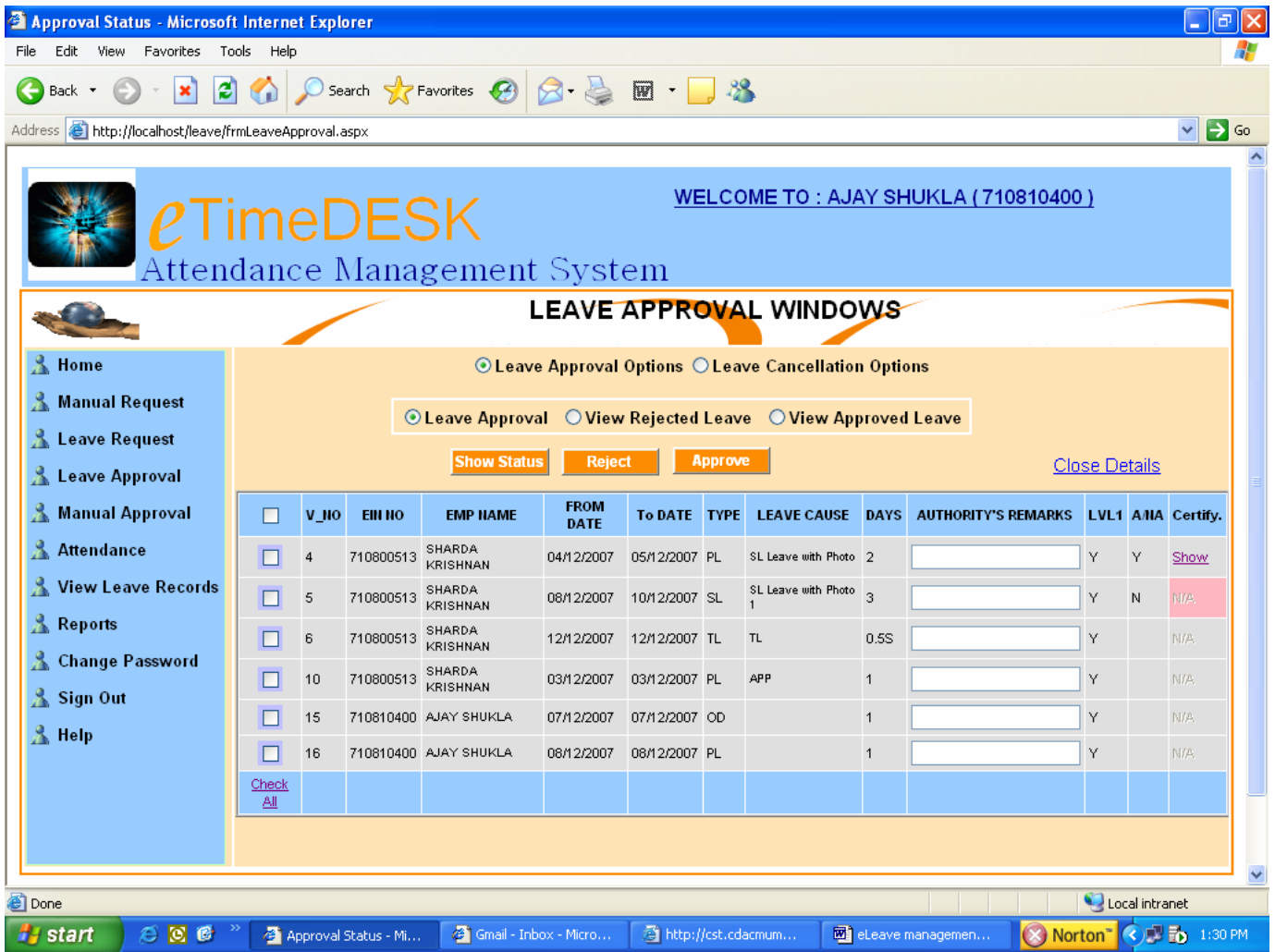
It is compulsory to fill Process date, in time and out time with date in 24:00 hour format as shown in the form.

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)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<input type="checkbox"/>	V_NO	EIN NO	EMP NAME	FROM DATE	To DATE	TYPE	LEAVE CAUSE	DAYS	AUTHORITY'S REMARKS	LVL1	A/NA	Certify.
<input type="checkbox"/>	4	710800513	SHARDA KRISHNAN	04/12/2007	05/12/2007	PL	SL Leave with Photo	2		Y	Y	Show
<input type="checkbox"/>	5	710800513	SHARDA KRISHNAN	08/12/2007	10/12/2007	SL	SL Leave with Photo 1	3		Y	N	N/A
<input type="checkbox"/>	6	710800513	SHARDA KRISHNAN	12/12/2007	12/12/2007	TL	TL	0.5S		Y		N/A

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.
12. “Certify” ” 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.

The screenshot displays the eTimeDESK Attendance Management System interface. The page title is "Attendance Status - Microsoft Internet Explorer" and the address bar shows "http://localhost/leave/frmAttendance.aspx". The user is identified as "AJAY SHUKLA (710810400)".

The main heading is "VIEW ATTENDANCE AND LEAVE STATUS WINDOW". Below this, there are date selection fields: "DATE FROM 01/12/2007" and "TO 14/12/2007", with "Show" and "Back" buttons.

The "ATTENDANCE DETAILS" table is as follows:

DATE	SHIFT	START	III TIME	LATE	OUT	HOURS WORKED	STATUS
01/12/2007	OFF						WO
02/12/2007	OFF						WO
03/12/2007	G	09:00	09:40	00.40	17:30	07.50	P
04/12/2007	G	09:00	09:29	00.29	17:30	07.37	P
05/12/2007	G	09:00	08:26		18:29	09.51	P
06/12/2007	G	09:00	09:31		17:30	07.20	P
07/12/2007	G	09:00	09:00		17:30	08.30	P
08/12/2007	OFF						WO
09/12/2007	OFF						WO
10/12/2007	G	09:00	09:36	00.36	17:30	07.33	P
11/12/2007	G	09:00	13:48	04.48	17:30	03.42	P
12/12/2007	G	09:00	09:23	00.23	17:30	08.07	P
13/12/2007	G	09:00	11:45	02.45	17:30	05.30	P
14/12/2007	G	09:00					A

The "BALANCE LEAVE STATUS" table is as follows:

Leave Type	Balance Leave
CL	-6
SL	9
PL	15
ML	0
OL	0

The "ATTENDANCE STATUS" table is as follows:

Attendance status	Status
PRESENT	9
LEAVE	0
WEEKLY OFF	4
ABSENT	1
LATE	6
HOLIDAY	0

The interface includes a navigation menu on the left with options: Home, Leave Request, Manual Request, Leave Approval, Manual Approval, Attendance, View Leave Records, Reports, Change Password, Sign Out, About Us, and Help.

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.

WELCOME TO : AJAY SHUKLA (710810400)

eTimeDESK Attendance Management System

LEAVE STATUS WINDOW

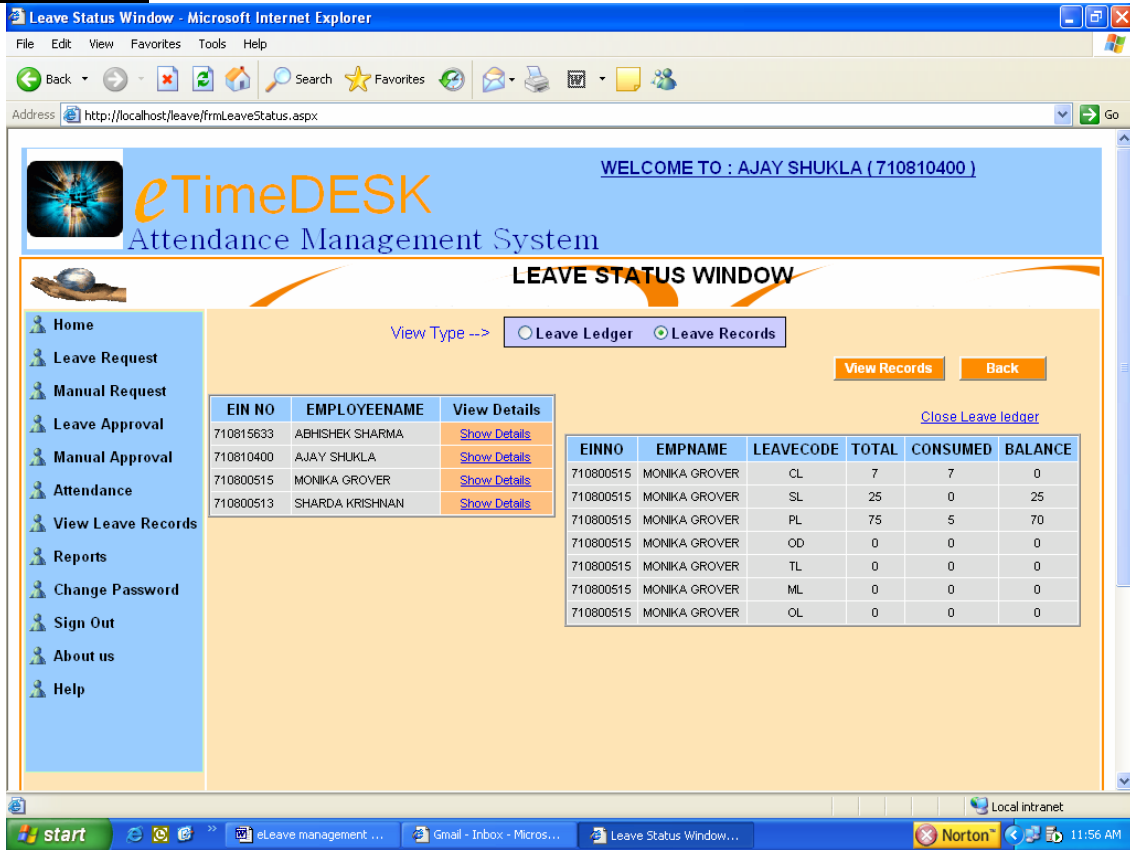
View Type --> Leave Ledger Leave Records

EName: All ENo: None [View Records](#) [Back](#)

DATE FROM: 02/11/2007 TO: 02/12/2007 [Close Leave ledger](#)

EMPNAME	EINNO	TYPE	FROMDATE	TODATE	LEAVEVALUE	VOUCHER_NO
MONIKA GROVER	710800515	PL	02/11/2007	02/11/2007	1	0000004694
MONIKA GROVER	710800515	PL	03/11/2007	03/11/2007	1	0000004694
MONIKA GROVER	710800515	PL	04/11/2007	04/11/2007	1	0000004694
MONIKA GROVER	710800515	PL	05/11/2007	05/11/2007	1	0000004694
MONIKA GROVER	710800515	PL	06/11/2007	06/11/2007	1	0000004694
MONIKA GROVER	710800515	PL	07/11/2007	07/11/2007	1	0000004694
MONIKA GROVER	710800515	PL	08/11/2007	08/11/2007	1	0000004694

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.

EIN NO	EMPLOYEE NAME	View Details
710815633	ABHISHEK SHARMA	Show Details
710810400	AJAY SHUKLA	Show Details
710800515	MONIKA GROVER	Show Details
710800513	SHARDA KRISHNAN	Show Details

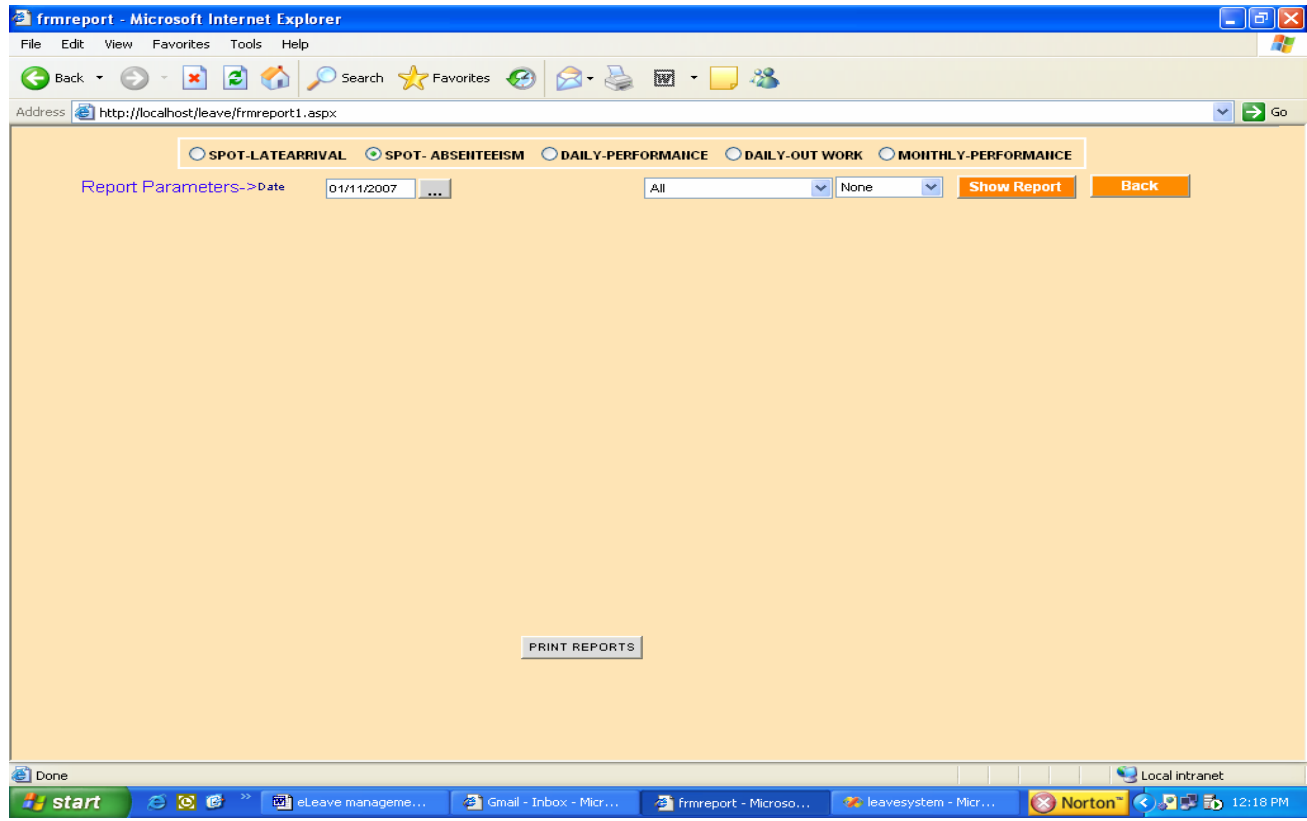
Click "click show" link button to view detailed leave status of the employee.

EINNO	EMPNAME	LEAVECODE	TOTAL	CONSUMED	BALANCE
710800515	MONIKA GROVER	CL	7	7	0
710800515	MONIKA GROVER	SL	25	0	25
710800515	MONIKA GROVER	PL	75	5	70
710800515	MONIKA GROVER	OD	0	0	0
710800515	MONIKA GROVER	TL	0	0	0
710800515	MONIKA GROVER	ML	0	0	0
710800515	MONIKA GROVER	OL	0	0	0

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.



McGRAW-HILL EDUCATION (INDIA) PVT. LTD.											
LATE ARRIVAL REPORT FOR : 01/11/2007											
RUN DATE AND TIME: 29/12/2007 12:33											
1											
PAYCODE	CARD NO	EMPLOYEE NAME	SHIFT	SHIFT START	IN TIME	LATE	LATEUPTO_10	LATEUPTO_30	LATEUPTO_60	LATEMORETHAN_60	BUS
710810400	00000056	AJAY SHUKLA	G	09:00	09:59	00.59			**		

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.

SPOT-LATEARRIVAL
 SPOT- ABSENTEEISM
 DAILY-PERFORMANCE
 DAILY-OUT WORK
 MONTHLY-PERFORMANCE

McGRAW-HILL EDUCATION (INDIA) PVT. LTD.

PERFORMANCE REGISTER FROM 01/11/2007 TO 30/11/2007
 RUN DATE AND TIME: 29/12/2007 13:32

Page No. : 1

PAYCODE: 710800513CARD NO: 00000054EMPLOYEE NAME: SHARDA KRISHNAN

PRESENT:18.00 ABSENT:02.00 WEEKLY OFF:08.00 HOLIDAY:01.00 HOURS WORKED: 147:28 OVER TIME:000.00 OT AMOUNT:0

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
In-1		09:03			09:00	09:13	09:17	08:56				09:02	09:04	09:01	09:02	09:33			09:00	09:09	08:59	09:18	09:00			09:53	09:11			08:58
Out1																														
In-2																														
Out2		17:38			17:06	15:07	17:32	17:36				17:36	17:37	17:35	17:39	17:33			17:34	17:37	17:36	17:33	17:40			17:30	17:40			15:58
Work		08:35			08:06	05:54	08:15	08:40				08:34	08:33	08:34	08:37	08:00			08:34	08:28	08:37	08:15	08:40			07:37	08:29			07:00
OT																														
STATUS	SL	P	WO	WO	P	P	P	P	HLD	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	A	A	P

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. 1st is Old password in this field you have to enter your current password , 2nd is New Password in this field enter new password and the 3rd field is to confirm new password this field must be identical or same as new password field(2nd 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.

Change Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://localhost/leave/frnChangePwd.aspx Go

WELCOME TO : AJAY SHUKLA (710810400)

eTimeDESK
Attendance Management System

CHANGE PASSWORD WINDOW

Home
Leave Request
Manual Request
Leave Approval
Manual Approval
Attendance
View Leave Records
Reports
Change Password
Sign Out
About Us
Help

OLD PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

Change Password Back

Done Local intranet

start eLeave managemen... Change Password - ... leavesystem - Micro... untitled - Paint Norton 1:42 PM

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.