

User documentation for Leave management

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I. Leave Request – Employee level

a. Casual leave

Step #1. Login to the ERP system and select “Human Resources” menu.

The screenshot shows the Vidya ERP system interface. The top navigation bar includes 'Purchases', 'Receive Stock', 'Human Resources', and 'Messaging'. The left sidebar menu is expanded, showing 'Human Resources' as the selected category, with sub-items like 'Employees', 'Expenses', 'Leaves', 'Leave Requests', 'Leaves Summary', 'Leave Encashment Reque...', 'Work in Non Working Days', and 'My Requests'. The main content area displays the 'Employees' section for user 'Apama S Balan (Vidya ...)', showing their profile information: 'Apama S Balan (apama@vidyaacademy.ac.in)', 'Assistant Professor', 'Mobile: 9847385747', and 'apama@vidyaacademy.ac.in'.

Step #2. Go to Leaves - > Leave Requests and create a leave request.

The screenshot shows the 'Leave Requests' section in the Vidya ERP system. The top navigation bar includes 'Purchases', 'Receive Stock', 'Human Resources', and 'Messaging'. The left sidebar menu is expanded, showing 'Leaves' as the selected category, with sub-items like 'Leave Requests', 'Leaves Summary', 'Leave Encashment Reque...', 'Work in Non Working Days', and 'My Requests'. The main content area displays a table of leave requests for user 'Apama S Balan (Vidya ...)'.

Employee	Description	Start Date	End Date	Number of Days	Status
Apama S Balan	Casual Leave	24/11/2014 09:00:00	24/11/2014 12:44:59	-0.50	Cancelled
Apama S Balan	Casual Leave	25/11/2014 09:00:00	26/11/2014 16:30:00	-2.00	Cancelled
Apama S Balan	Half pay leave	28/11/2014 09:00:00	28/11/2014 16:30:00	-1.00	Approved
Apama S Balan	Commutated leave	01/12/2014 09:00:00	01/12/2014 16:30:00	-1.00	To Approve
Apama S Balan	Loss of pay	03/12/2014 09:00:00	03/12/2014 16:30:00	-1.00	To Approve
Apama S Balan	Duty leave	11/12/2014 09:00:00	11/12/2014 16:30:00	-1.00	To Approve
Apama S Balan	Study leave	16/12/2014 09:00:00	16/12/2014 16:30:00	-1.00	Refused
Apama S Balan	CMPL	16/12/2014 09:00:00	16/12/2014 16:30:00	-1.00	Second Approval
Apama S Balan	cmpl	18/12/2014 09:00:00	18/12/2014 16:30:00	-1.00	Second Approval
				-9.50	

Step #3. Select the leave type as “Casual leave” and provide the necessary details.

The screenshot shows the 'Leave Request / New' form in the Vidya ERP system. The top navigation bar includes 'Purchases', 'Receive Stock', 'Human Resources', and 'Messaging'. The left sidebar menu is expanded, showing 'Leaves' as the selected category, with sub-items like 'Leave Requests', 'Leaves Summary', 'Leave Encashment Reque...', 'Work in Non Working Days', and 'My Requests'. The main content area displays the 'Leave Request / New' form for user 'Apama S Balan (Vidya ...)'.

The form includes the following fields:

- Code:** Leave Type (dropdown menu)
- Duration:** (input field) - 0.00 days
- Description:** (input field)
- Mode:** By Employee
- Employee:** Apama S Balan
- Department:** Master of Computer Applications
- Buttons:** Save, Discard, To Submit, To Approve, Approved
- Footer:** Add a reason...

Purchases Receive Stock Human Resources Messaging Apama S Balan (Vidya ...)

Leave Requ... / New

Save or Discard To Submit To Approve Approved

Code		Description	
Leave Type	Casual Leave 2014 (0/2)	Mode	By Employee
Duration		Employee	Apama S Balan
		Department	Master of Computer Applications

Add a reason...

Leave Requ... / New

Save or Discard To Submit To Approve Approved

Code	CL14	Description	Personal
Leave Type	Casual Leave 2014 (0/2)	Mode	By Employee
Apply Half Day Leave	<input type="checkbox"/>	Employee	Apama S Balan
Duration	02/12/2014 09:00:00 - 02/12/2014 16:30:00	Department	Master of Computer Applications
	1.00 days		

Add a reason...

Note – You can apply for half day leave by checking the “Apply half day leave” option and then choose the AN / FN option.

Step #4. Click on the “save” button to submit the leave request.

Purchases Receive Stock Human Resources Messaging Apama S Balan (Vidya ...)

Leave Requ... / Personal

Edit Create More 10 / 10

Refuse To Submit To Approve Approved

Code	CL14	Description	Personal
Leave Type	Casual Leave 2014 (0/0)	Mode	By Employee
Apply Half Day Leave	<input type="checkbox"/>	Employee	Apama S Balan
Duration	02/12/2014 09:00:00 - 02/12/2014 16:30:00	Department	Master of Computer Applications
	1.00 days		

b. Half pay leave

Step #1. Go to Leaves - > Leave Requests and create a leave request. Select the “Half pay leave” option from the list and provide necessary details.

The screenshot shows the 'Leave Request / New' form in the VidyaERP system. The left sidebar contains a navigation menu with 'Leaves' expanded, showing 'Leave Requests' as the active option. The main form area has the following fields:

- Code:** H
- Leave Type:** Half Pay Leave (1/28)
- Duration:** 0.00 days
- Description:** (empty text box)
- Mode:** By Employee
- Employee:** Apama S Balan
- Department:** Master of Computer Applications
- Buttons:** Save, Discard, To Submit, To Approve, Approved

Step #2. Click on the “save” button to submit the leave request.

The screenshot shows the 'Leave Request / New' form after the 'Save' button has been clicked. The form is now populated with the following details:

- Code:** HPL
- Leave Type:** Half Pay Leave (1/28)
- Duration:** 1.00 days
- Description:** Personal
- Mode:** By Employee
- Employee:** Apama S Balan
- Department:** Master of Computer Applications
- Buttons:** Save, Discard, To Submit, To Approve, Approved

c. Commuted leave

Step #1. Go to Leaves - > Leave Requests and create a leave request. Select the “Commuted leave” option from the list and provide necessary details.

Step #2. Click on the “save” button to submit the leave request.

Step #3. Click on the “log a note” link to attach the medical certificate if any.

Leave Requests | 1.00 days | Department | Master of Computer Applications

Leaves Summary
Leave Encashment Reque...

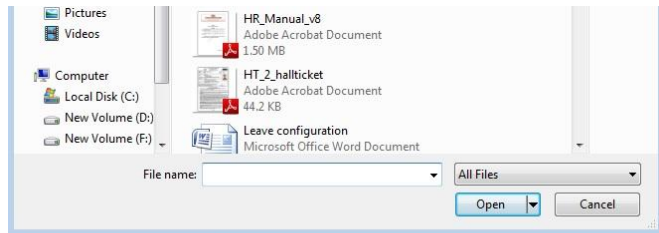
Work in Non Working Days
My Requests

Attach a note that will not be sent to the followers

Log a note | Attach a File

Following

☐ Bond Period
☒ Discussions
☒ To Approve
☐ Refused
☐ Rejoining Date of



Attach a note that will not be sent to the followers

Log a note | Attach a File

Following

☐ Bond Period
☒ Discussions
☒ To Approve
☐ Refused
☐ Rejoining Date of

d. Duty leave

Step #1. Go to Leaves -> Leave Requests and create a leave request. Select the “Duty leave” option from the list and provide necessary details.

Purchases | Receive Stock | Human Resources | Messaging | Apama S Balan (Vidya ...)

vidya
Progress Through Education

Human Resources
Employees
Expenses
Expenses
Leaves
Leave Requests
Leaves Summary
Leave Encashment Reque...
Work in Non Working Days
My Requests

Leave Reque... / New

Save | Discard

To Submit | To Approve | Approve

Code
Leave Type
Duration

Casual Leave 2014 (0/2)
Casual Leave 2015 (0/0)
Commuted Leave
Compensation Leave (0/0)
Compensatory Days
Duty Leave
Earned Leave (0/0)

Add a reason...

Description
Mode
Employee
Department

By Employee
Apama S Balan
Master of Computer Applications

Search More...

Step #2. Click on the “save” button to submit the leave request.

The screenshot shows the 'Leave Request / New' form in the Vidya ERP system. The left sidebar contains navigation links: Purchases, Receive Stock, Human Resources, Messaging, and a 'Vidya' logo with the tagline 'Progress Through Education'. Under 'Human Resources', there are links for Employees, Expenses, and Leaves. The 'Leaves' section is expanded, showing 'Leave Requests' (selected), Leaves Summary, and Leave Encashment Request. The main form area has a 'Save' button and a 'Discard' button. The 'To Submit' button is highlighted. The form fields are as follows:

Code	DL	Description	External exam duty
Leave Type	Duty Leave	Mode	By Employee
Duration	09/12/2014 09:00:00 - 09/12/2014 16:30:00	Employee	Apama S Balan
	1.00 days	Department	Master of Computer Applications

At the bottom, there is a text area labeled 'Add a reason...'.

Step #3. Click on the “log a note” link to attach the duty certificate if any.

The screenshot shows the 'Leave Request' form with the 'log a note' link highlighted. The left sidebar is the same as in the previous screenshot. The main form area shows the leave request details: 09/12/2014 09:00:00 - 09/12/2014 16:30:00, 1.00 days, Employee: Apama S Balan, Department: Master of Computer Applications. At the bottom, there is a section for 'Attach a note that will not be sent to the followers' with a text area and a 'Log a note' button. To the right, there is a 'Following' section with checkboxes for Bond Period, Discussions, To Approve, Refused, and Rejoining Date of.

e. Compensation leave

Step #1. Before applying for a compensation leave, the employee has to request for “Work in Non working days”. Refer section 1.k for more details.

Step #2. Go to Leaves - > Leave Requests and create a leave request. Select the “Compensation leave” option from the list and provide necessary details.

The screenshot shows the 'Leave Request / New' form in the VidyaERP system. The left sidebar contains a navigation menu with 'Leave Requests' highlighted. The form fields are as follows:

Code	CMPL	Description	Personal
Leave Type	Compensation Leave (0/0)	Mode	By Employee
Duration	10/12/2014 09:00:00 - 10/12/2014 16:30:00	Employee	Apama S Balan
	1.00 days	Department	Master of Computer Applications

At the bottom, there is a text area labeled 'Add a reason...'.

Step #3. Click on the “save” button to submit the leave request.

f. Maternity leave

Step #1. Go to Leaves - > Leave Requests and create a leave request. Select the “Maternity leave” option from the list and provide necessary details.

This screenshot shows the 'Leave Request / New' form with the 'Leave Type' dropdown menu open. The options listed are: Commuted Leave, Compensation Leave (0/0), Compensatory Days, and Maternity Leave (which is highlighted in blue). The other fields remain the same as in the previous screenshot.

Step #2. Click on the “save” button to submit the leave request.

This screenshot shows the 'Leave Request / New' form with all fields filled out for a Maternity Leave request. The 'Leave Type' dropdown is now closed and shows 'Maternity Leave'.

Code	ML	Description	Personal
Leave Type	Maternity Leave	Mode	By Employee
Duration	09/12/2014 09:00:00 - 31/03/2015 16:30:00	Employee	Apama S Balan
	113.00 days	Department	Master of Computer Applications
		Rejoining Date	01/04/2015
		Delivery Date	

At the bottom, there is a text area labeled 'Add a reason...'.

Note – Employees are expected to input the “delivery date” after the delivery by editing the leave request.

g. Study leave

Step #1. Go to Leaves - > Leave Requests and create a leave request. Select the “Study leave” option from the list and provide necessary details.

The screenshot shows the 'Leave Request / New' form in the Vidya ERP system. The left sidebar contains a navigation menu with 'Leaves' > 'Leave Requests' selected. The form fields are as follows:

- Code:** stu
- Leave Type:** Study Leave
- Duration:** 0.00 days
- Description:** (empty text box)
- Mode:** By Employee
- Employee:** Apama S Balan
- Department:** Master of Computer Applications
- Buttons:** Save, or Discard, To Submit, To Approve, Approved
- Footer:** Add a reason...

Step #2. Click on the “save” button to submit the leave request.

h. Earned leave

Step #1. Go to Leaves - > Leave Requests and create a leave request. Select the “Study leave” option from the list and provide necessary details.

The screenshot shows the 'Leave Request / New' form in the Vidya ERP system, configured for 'Earned Leave'. The left sidebar shows 'Leaves' > 'Leave Requests' selected. The form fields are as follows:

- Code:** ear
- Leave Type:** Earned Leave (0/0)
- Duration:** 0.00 days
- Description:** (empty text box)
- Mode:** By Employee
- Employee:** Apama S Balan
- Department:** Master of Computer Applications
- Buttons:** Save, or Discard, To Submit, To Approve, Approved
- Footer:** Add a reason...

Step #2. Click on the “save” button to submit the leave request.

i. Loss of pay

Step #1. Go to Leaves - > Leave Requests and create a leave request. Select the “Loss of pay” option from the list and provide necessary details.

The screenshot shows the 'Leave Request / New' form in the VidyaERP system. The left sidebar contains a navigation menu with 'Leave Requests' selected. The main form area has a 'Save' button and a 'Discard' button. Below these are tabs for 'To Submit', 'To Approve', and 'Approved'. The form fields include:

- Code:** Leave Type (dropdown menu showing 'Lo' selected)
- Duration:** Loss of Pay (dropdown menu)
- Duration:** 0.00 days (input field)
- Description:** (empty text area)
- Mode:** By Employee
- Employee:** Apama S Balan
- Department:** Master of Computer Applications

 At the bottom, there is a text area labeled 'Add a reason...'.

Step #2. Click on the “save” button to submit the leave request.

j. Restricted holiday

Step #1. Go to Leaves - > Leave Requests and create a leave request. Select the “Restricted holidays” option from the list and provide necessary details.

The screenshot shows the 'Leave Request / New' form in the VidyaERP system. The left sidebar contains a navigation menu with 'Leave Requests' selected. The main form area has a 'Save' button and a 'Discard' button. Below these are tabs for 'To Submit', 'To Approve', and 'Approved'. The form fields include:

- Code:** Leave Type (dropdown menu showing 'd' selected)
- Duration:** Restricted Holidays(2015) (0/0) (dropdown menu)
- Duration:** (empty input field)
- Description:** (empty text area)
- Mode:** By Employee
- Employee:** Apama S Balan
- Department:** Master of Computer Applications

 At the bottom, there is a text area labeled 'Add a reason...'.

Step #2. Click on the “save” button to submit the leave request.

k. Work in non working days

Step #1. Go to Work in non working days - > My Requests and create a duty permission request.

The screenshot shows the 'My Requests' page. The top navigation bar includes 'Purchases', 'Receive Stock', 'Human Resources', and 'Messaging'. The left sidebar has a logo for 'vidya' and a menu with 'Human Resources', 'Employees', 'Expenses', 'Leaves', and 'Work in Non Working Days'. The 'My Requests' page has a 'Create' or 'Import' button and a table with the following data:

Description	Start Date	End Date	Employee	No. of Days	Status
NBA Related works	30/11/2014 09:00:00	30/11/2014 16:30:00	Apama S Balan	1.00	Approved

Step #2. Provide the necessary details.

The screenshot shows the 'My Requests / New' form. The top navigation bar includes 'Purchases', 'Receive Stock', 'Human Resources', and 'Messaging'. The left sidebar has a logo for 'vidya' and a menu with 'Human Resources', 'Employees', 'Expenses', 'Leaves', and 'Work in Non Working Days'. The 'My Requests / New' page has a 'Save' or 'Discard' button and a 'Send to Approval' button. The form fields are:

- Description: [Empty text box]
- Apply Half Day: ☐
- Duration: [0.00] days
- Employee: Apama S Balan
- Department: Master of Computer Applications
- Other Informations...: [Empty text box]

Step #3. Click on the “Send to Approval” button.

The screenshot shows the 'My Requests / New' form with the following details filled in:

- Description: ISO Related works
- Apply Half Day: ☐
- Duration: [07/12/2014 09:00:00] - [07/12/2014 16:30:00] = [1.00] days
- Employee: Apama S Balan
- Department: Master of Computer Applications
- Other Informations...: [Empty text box]

1. Leave Summary

Employee can view the status of the leaves and remaining leaves from “Human Resources -> Leaves -> Leave Summary” menu item or from the “Leave Details” tab in the employee profile.

The screenshot shows the 'Leave Summary' page for employee Aparna S Balan. The page includes a sidebar with navigation links and a main content area with a table of leave details.

Human Resources

- Employees
- Expenses
- Leaves
 - Leave Requests
 - Leave Summary
 - Leave Encashment Reqs...
- Work In Non Working Days
- My Requests

Employees / Aparna S Balan

Aparna S Balan

Public Information **Investment Details** **Other Income Details** **Addition/Deduction Payments** **Leave Details**

Total Remaining Leaves : 43.00 days

Leave Type	Maximum Allowed	Leaves Already Taken	Remaining Leaves	Leaves not Availed for Encashment	Surrenderable Leaves for Encashment
Casual Leave 2014 (0/0)	15.00	0.00	15.00	0.00	0.00
Half Pay Leave (0/0)	28.00	0.00	28.00	0.00	0.00

II. Leave Approval – HOD level

a. All types of leaves

Step #1. Go to Leaves - > “Leave Requests First Approve” and select one of the available leave request.

The screenshot shows the 'Requests to Approve' page in the Vidya ERP system. The page displays a list of leave requests with columns for Employee, Mode, Description, Start Date, End Date, Number of Days, Status, and Leave Type.

Human Resources

- Employees
- Expenses
- Leaves
 - Leave Requests
 - Leave Requests - First Appr... 23
 - Leave Requests - Second A... 6
 - Leaves Summary 24
 - Employee Bond Summary
 - Leave Encashment Reqs...

Requests to Approve

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Employee	Mode	Description	Start Date	End Date	Number of Days	Status	Leave Type
Dijesh P	By Employee	Comp off	25/11/2014 09:00:00	25/11/2014 16:30:00	-1.00	Second Approval	Compensation Leave (0/0)
Dijesh P	By Employee	Personal	28/11/2014 09:00:00	28/11/2014 16:30:00	-1.00	Approved	Casual Leave 2014 (0/0)
Sajay K R	By Employee	CMPL	02/12/2014 07:30:00	02/12/2014 15:00:00	-1.00	To Approve	Compensation Leave (0/0)
Dijesh P	By Employee	Personal	02/12/2014 09:00:00	02/12/2014 16:30:00	-1.00	Approved	Compensation Leave (0/0)
Aparna S Balan	By Employee	Personal	03/12/2014 09:00:00	03/12/2014 16:30:00	-1.00	To Approve	Commutated Leave
Dijesh P	By Employee	External Exam Duty	04/12/2014 09:00:00	04/12/2014 16:30:00	-1.00	To Approve	Duty Leave
Dijesh P	By Employee	Personal	08/12/2014 09:00:00	08/12/2014 16:30:00	-1.00	To Approve	Casual Leave 2014 (0/0)
Manesh D	By Employee	Comp Off	09/12/2014 09:00:00	09/12/2014 16:30:00	-1.00	To Approve	Compensation Leave (0/0)
Dijesh P	By Employee	Exam Duty	09/12/2014 09:00:00	09/12/2014 16:30:00	-1.00	Second Approval	Duty Leave
Aparna S Balan	By Employee	External exam duty	09/12/2014 09:00:00	09/12/2014 16:30:00	-1.00	To Approve	Duty Leave
Manesh D	By Employee	Duty Leave	10/12/2014 09:00:00	10/12/2014 16:30:00	-1.00	Second Approval	Duty Leave

Step #2. Verify the details in the leave application and Click on the “Approve” button to forward the request to principal.

The screenshot shows the 'Requests to... / Personal' page in the VidyaERP system. The left sidebar contains a navigation menu with options like 'Human Resources', 'Employees', 'Expenses', 'Leaves', and 'Leave Requests'. The main content area shows details for a leave request (CL14) with the following information:

Code	Description	Allocation Mode	Employee	Department
CL14	Casual Leave 2014 (0/0)	By Employee	Dijesh P	Master of Computer Applications

Additional details include: 'Apply Half Day Leave' (checkbox), 'Allocation' (12/12/2014 09:00:00 to 12/12/2014 16:30:00), and 'Reasons' (1.00 days). The page also features buttons for 'Approve' and 'Refuse'.

Note: – HOD can reject the leave application by clicking on the “Refuse” button.

b. Work in non working days

Step #1. Go to Work in non working days - > Approve Requests and select one of the duty permission request.

The screenshot shows the 'Approve Requests' page in the VidyaERP system. The left sidebar contains a navigation menu with options like 'Human Resources', 'Employees', 'Expenses', 'Leaves', and 'Work in Non Working Days'. The main content area displays a table with the following data:

Description	Start Date	End Date	Employee	No. of Days	Status
ISO Related works	21/12/2014 09:00:00	21/12/2014 16:30:00	Manesh D	1.00	To Approve

The page also includes buttons for 'Create' and 'Import'.

Step #2. Verify the details and click on the “Approve” button for approving the request.

Purchases Human Resources Messaging Dr. V N Krishnachandra...

vidya
Progress Through Education

Human Resources
Employees
Expenses
Expenses
Leaves
Leave Requests
Leave Requests - First Appr... 21
Leave Requests - Second A... 7
Leaves Summary 22
Employee Bond Summary

Approve Re... / ISO Related works

Edit Create More

Approve Cancel Request Draft To Approve Approved

Description	ISO Related works	Employee	Manesh D
Apply Half Day	<input type="checkbox"/>	Department	Master of Computer Applications
Duration	21/12/2014 09:00:00 - 21/12/2014 16:30:00 1.00 days		

Purchases Human Resources Messaging Dr. V N Krishnachandra...

vidya
Progress Through Education

Human Resources
Employees
Expenses
Expenses
Leaves
Leave Requests
Leave Requests - First Appr... 21
Leave Requests - Second A... 7
Leaves Summary 22
Employee Bond Summary

Approve Re... / ISO Related works

Edit Create More

Draft To Approve Approved

Description	ISO Related works	Employee	Manesh D
Apply Half Day	<input type="checkbox"/>	Department	Master of Computer Applications
Duration	21/12/2014 09:00:00 - 21/12/2014 16:30:00 1.00 days		

III. Leave Approval – Principal level

a. Casual leave, Duty leave and Compensation leave

Step #1. Go to Leaves - >” Leave Requests- Second Approve” and select one of the available leave request.

Purchases Human Resources Messaging Dr. Sudha Balagopalan ...

vidya
Progress Through Education

Human Resources
Employees
Expenses
Expenses
Leaves
Leave Requests
Leave Requests - First Appr... 11
Leave Requests - Second A... 11
Leaves Summary 12
Employee Bond Summary

Requests in Second Approval

principal x

PDF or Excel

Group	Employee	Mode	Description	Start Date	End Date	Number of Days	Status	Leave Type
Cancelled (2)						-2.00		
Refused (23)						-864.00		
Approved (172)						-1412.50		
Second Approval (8)						-8.00		
Third Approval (2)						-29.00		
						-2315.50		

PurchasesHuman ResourcesMessaging

vidya

Progress Through Education

Human Resources

Employees

Expenses

Expenses

Leaves

Leave Requests

Leave Requests -First Appr... 11

Leave Requests - Second Appr... 11

Leaves Summary 12

Employee Bond Summary

Leave Encashment Requests

Verify Leave Encashment R...


Requests in Second Approval


principal x

PDF or Excel

Group	<input type="checkbox"/>	Employee	Mode	Description	Start Date	End Date	Number of Days	Status	Leave Type
▶ Cancelled (2)							-2.00		
▶ Refused (23)							-864.00		
▶ Approved (172)							-1412.50		
▼ Second Approval (8)							-8.00		
	<input type="checkbox"/>	Dijesh P	By Employee	Comp off	25/11/2014 09:00:00	25/11/2014 16:30:00	-1.00	Second Approval	Compensation Leave (0/0)
	<input type="checkbox"/>	Dijesh P	By Employee	Exam Duty	09/12/2014 09:00:00	09/12/2014 16:30:00	-1.00	Second Approval	Duty Leave
	<input type="checkbox"/>	Manesh D	By Employee	Duty Leave	10/12/2014 09:00:00	10/12/2014 16:30:00	-1.00	Second Approval	Duty Leave
	<input type="checkbox"/>	Lakshmi N S	By Employee	Compoff	12/12/2014 09:00:00	12/12/2014 16:30:00	-1.00	Second Approval	Compensation Leave (0/0)
	<input type="checkbox"/>	Dijesh P	By Employee	Personal	12/12/2014 09:00:00	12/12/2014 16:30:00	-1.00	Second Approval	Casual Leave 2014 (0/0)
	<input type="checkbox"/>	Aparna S Balan	By Employee	Phd	16/12/2014 09:00:00	16/12/2014 16:30:00	-1.00	Second Approval	Study Leave
	<input type="checkbox"/>	Dijesh P	By Employee	HPL	18/12/2014 09:00:00	18/12/2014 16:30:00	-1.00	Second Approval	Half Pay Leave (0/0)
	<input type="checkbox"/>	Deepa Mohan	By Employee	personal	31/12/2014 16:05:00	31/12/2014 23:35:00	-1.00	Second Approval	Casual Leave 2014 (0/0)

Step #2. Verify the details in the leave application and Click on the “Validate “ button to approve the request.

Purchases	Human Resources	Messaging	Dr. Sudha Balagopalan ...													
																
Requests in ... / personal Edit More 8 / 8																
Validate Refuse To Submit To Approve Second Approval Approved																
Code	CL14	Description	personal													
Leave Type	Casual Leave 2014 (0/0)	Allocation Mode	By Employee													
Apply Half Day Leave	<input type="checkbox"/>	Employee	Deepa Mohan													
Allocation	31/12/2014 16:05:00 - 31/12/2014 23:35:00	Department	Civil Engineering													
	1.00 days															
Reasons																

Purchases	Human Resources	Messaging	Dr. Sudha Balagopalan ...													
																
Requests in ... / Personal Edit More 5 / 8																
To Submit To Approve Approved																
Code	CL14	Description	Personal													
Leave Type	Casual Leave 2014 (0/0)	Allocation Mode	By Employee													
Apply Half Day Leave	<input type="checkbox"/>	Employee	Dijesh P													
Allocation	12/12/2014 09:00:00 - 12/12/2014 16:30:00	Department	Master of Computer Applications													
	1.00 days															
Reasons																

b. Half pay leave, Commuted leave, Maternity leave, Study leave, Earned leave, Loss of pay

Step #1. Go to Leaves - >” Leave Requests- Second Approve” and select one of the available leave request. Click on the “validate” button to forward the request to Director level.

Requests in ... / HPL

Save or Discard

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Validate Refuse To Submit To Approve **Second Approval** Approved

Code	HPL	Description	HPL
Leave Type	Half Pay Leave (0/0)	Allocation Mode	By Employee
Allocation	18/12/2014 09:00:00 - 18/12/2014 16:30:00	Employee	Dijesh P
	1.00 days	Department	Master of Computer Applications

Reasons

Add a reason...

IV. Leave Approval – Director level

a. Half pay leave, Commuted leave, Maternity leave, Study leave, Earned leave, Loss of pay

Step #1. Go to Leaves - >” Leave Requests- Third Approve” and select one of the available leave request.

Requests in Third Approval

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Employee	Mode	Description	Start Date	End Date	Number of Days	Status	Leave Type
Deepa Mohan	By Employee	LOP	15/10/2014 09:00:00	15/10/2014 16:30:00	-1.00	Third Approval	Loss of Pay
Amal Ganesh	By Employee	SL	31/10/2014 06:45:00	27/11/2014 14:15:00	-28.00	Third Approval	Study Leave
Dhanya V Govind	By Employee	lop	01/11/2014 09:00:00	04/11/2014 16:30:00	-4.00	Approved	Loss of Pay
Dijesh P	By Employee	Personel	28/11/2014 09:00:00	28/11/2014 16:30:00	-1.00	Approved	Casual Leave 2014 (0/0)
Dijesh P	By Employee	Personel	02/12/2014 09:00:00	02/12/2014 16:30:00	-1.00	Approved	Compensation Leave (0/0)
Apama S Balan	By Employee	Phd	16/12/2014 09:00:00	16/12/2014 16:30:00	-1.00	Third Approval	Study Leave
					-36.00		

Step #2. Verify the details in the leave application and Click on the “Final Approve” button to approve the request.

V. Leave Cancellation

a. Employee Level

Step #1. Go to Leaves - >” Leave Requests” and select the leave request to be cancelled.

Step #2. Click on the “Cancel Request” button, a new cancellation request shall be created.

Human Resources | Messaging

Leave Reque... / Personal

[Edit](#) [Create](#) [More](#)

[Send for Approval](#) [Draft](#) [To Approve](#) [Approved](#)

Cancellation Start Date | 12/12/2014 09:00:00 Cancellation End Date | 12/12/2014 16:30:00

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Step #3. Click on the “Send to Approval” button to forward the cancellation request.

b. Principal / Director Level

Step #1. Go to Leaves - >” Leave Requests” and select one of the leave request to be cancelled.

Purchases | Human Resources | Messaging

Requests in Second Approval

Search: Cancellation Requests

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Employee	Mode	Description	Start Date	End Date	Number of Days	Status	Leave Type
Dhanya V Govind	By Employee	lop	01/11/2014 09:00:00	04/11/2014 16:30:00	-4.00	Approved	Loss of Pay
Dijesh P	By Employee	Personel	28/11/2014 09:00:00	28/11/2014 16:30:00	-1.00	Approved	Casual Leave 2014 (0/0)
Manesh D	By Employee	Personel	02/12/2014 09:00:00	02/12/2014 16:30:00	-1.00	Approved	Casual Leave 2014 (0/0)
Dijesh P	By Employee	Personel	02/12/2014 09:00:00	02/12/2014 16:30:00	-1.00	Approved	Compensation Leave (0/0)
Dijesh P	By Employee	Personel	12/12/2014 09:00:00	12/12/2014 16:30:00	-1.00	Approved	Casual Leave 2014 (0/0)
					-8.00		

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Purchases | Human Resources | Messaging

Requests in ... / Personal

[Edit](#) [More](#)

[Cancel Request](#) [To Submit](#) [To Approve](#) [Approved](#)

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Code: CL14
Leave Type: Casual Leave 2014 (0/0)
Apply Half Day Leave: ☐
Allocation: 12/12/2014 09:00:00 - 12/12/2014 16:30:00
1.00 days
Reasons:

Description: Personal
Allocation Mode: By Employee
Employee: Dijesh P
Department: Master of Computer Applications

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Employee Bond Summary

Step #2. Click on the “Cancel Request” button.

Purchases Human Resources Messaging Dr. Sudha Balagopalan ...

vidya
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Requests in ... / Personal

Edit Create More

Approve Cancellation Request Cancel

Draft To Approve Approve

Cancellation Start Date 12/12/2014 09:00:00 Cancellation End Date 12/12/2014 16:30:00

Step #3. Click on the “Approve Cancellation Request” button.

Purchases Human Resources Messaging Dr. Sudha Balagopalan ...

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Progress Through Education

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Edit More

To Submit To Approve Refused Approved

Code	CL14	Description	Personal
Leave Type	Casual Leave 2014 (0/0)	Allocation Mode	By Employee
Apply Half Day Leave	<input type="checkbox"/>	Employee	Dijesh P
Allocation	12/12/2014 09:00:00 - 12/12/2014 16:30:00	Department	Master of Computer Applications
	1.00 days		
Reasons			