LEAVE MANGEMENT

INTRODUCTION:

This feature is aimed at developing a leave management system that is of importance to any organization. The Leave Management System is an application that can be accessed by all the employees of the organization. The system can be used to automate the workflow of leave applications and their approvals. It includes scenarios like self-Leave request, request approval, employee Leave summary, Leave reports.

PREREQUISITES:

- Create account in RNC (http://relgo.com/)
- Verify and create identity cast.
- Subscribe in ROC (http://www.relgo.com/roc/) with generated identity cast.

PROCESS FLOW:



PURPOSE:

Get complete leave history of your employees with our leave management software. You can check employee's leave balance and other leave details such as eligible leaves, available paid leaves, leaves approved, rejected or pending etc.

1. ADD LEAVE TYPE:

In this form, Admin will define the leave types such as Casual leave, Sick leave etc...

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- Go to HRM->Leave Mangement->Add Leave Type
- Click on leave type task as shown in the above screen
- Fill all Mandatory & other fields as required
- Click on ADD&status alert will be displayed as"Leave type added successfully".

2. ADD LEAVE POLICY:

Admin can use this form for entering all leave types as per company policy.

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- Go to HRM->Leave Mangement->Leave Policy
- > Add Leave policy for the Particular leave type like casual or sick leave.
- Click on leave policy.
- ➢ Fill all Mandatory & other fields as required.
- After filling all the details, click on ADD, then status alert will be displayed as "Leave policy added successfully".

3. LEAVE REQUEST:

The employee must complete the **Leave Request** form to apply for leave by indicating the type of leave to be taken.

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- Go to HRM->Leave Mangement->Leave Request
- The leave request number will be automatically generated and select the type of leave, set the duration of leave and give the reason for the leave.
- Fill all Mandatory & other fields as required.
- Click on Add Request and status will be dispalyed as"Leave Request added successfully".

4. LEAVE REQUEST APPROVAL:

In this form, Manager will approve the Leave Requests of particular period of time

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- Go to HRM->Leave Mangement->Approve Leave Request
- > Fill the "**from date"** and "**to date"** in the required field.
- Click on GENERATE.

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Leave request details will be displayed as shown in the above screen. So, In the Action field there will be an option to approve or disapprove the request. Click on it, the below popup will be open.



After checking all the details of the leave request, Click on approve or disapprove as shown in the above screen.

5. LEAVE SUMMARY REPORT:

This form helps to View the leave Summary Report of all employers

- Go to HRM->Leave Mangement->Leave Summary Report
- Click on leave summary report
- > A page will be displayed with the fields to be filled.

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Set the duration date and status of the requests which is to be displayed in the above screen and click on generate.

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		006	Casual Leaves	Yes	Anesthesia	Srinivas Thota		5/03/2016	5/4/2016	2	Approved		

The above screen will be displayed if we select status as approved. Click on generate. The details will be displayed as (approve request).