

LEAVE MANGEMENT

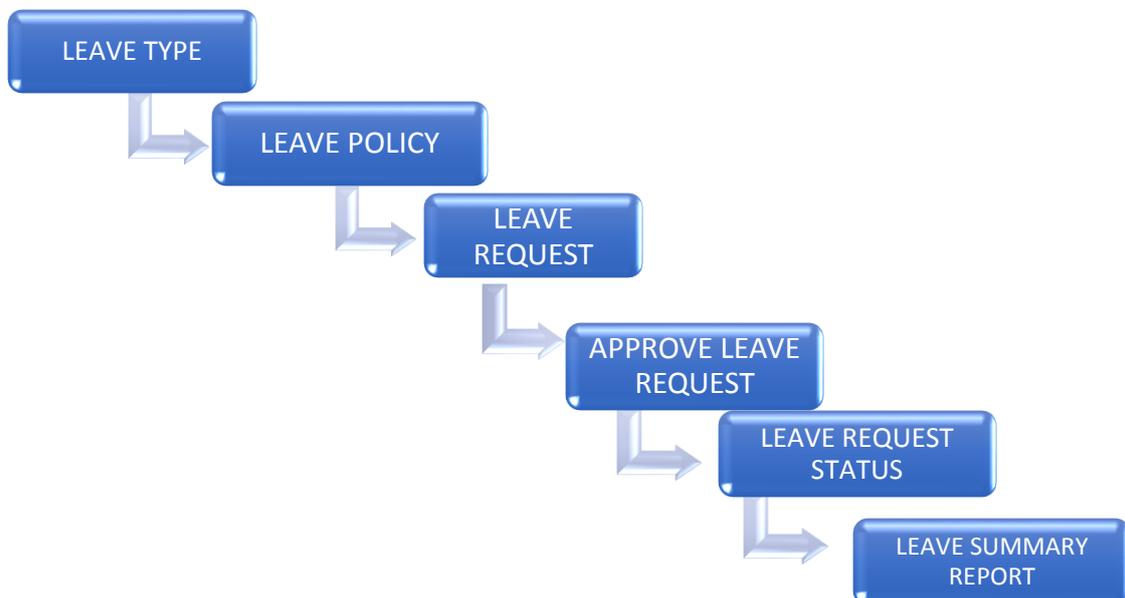
INTRODUCTION:

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:

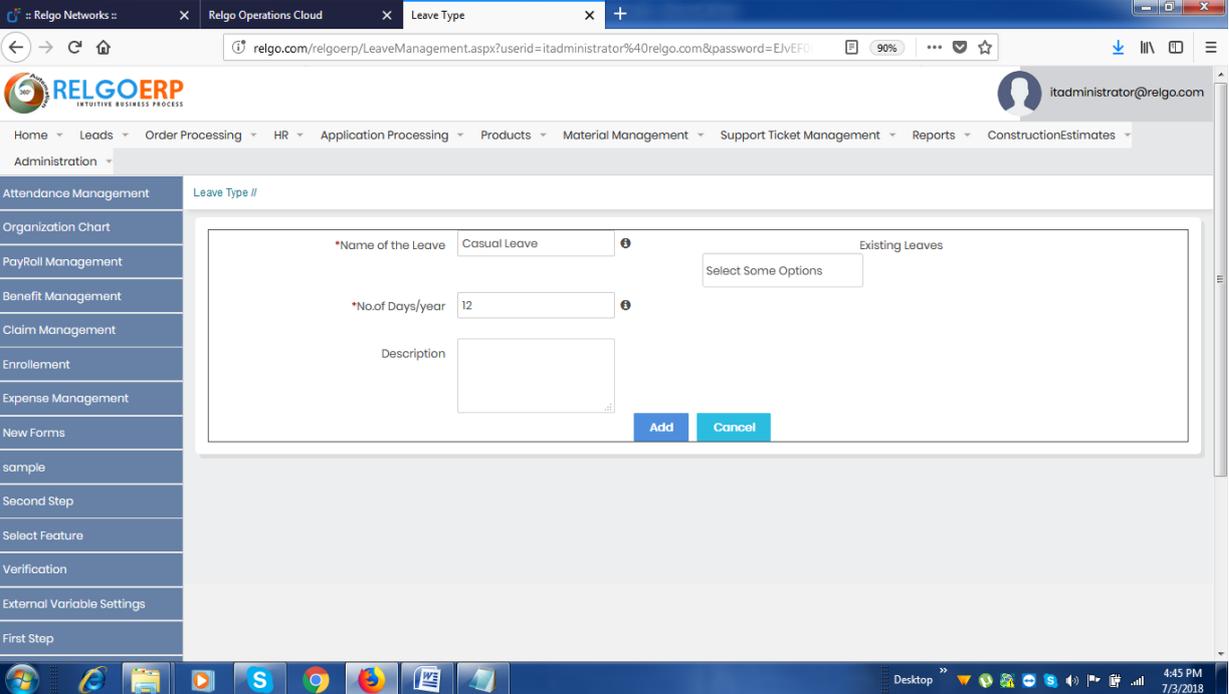


PURPOSE:

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...

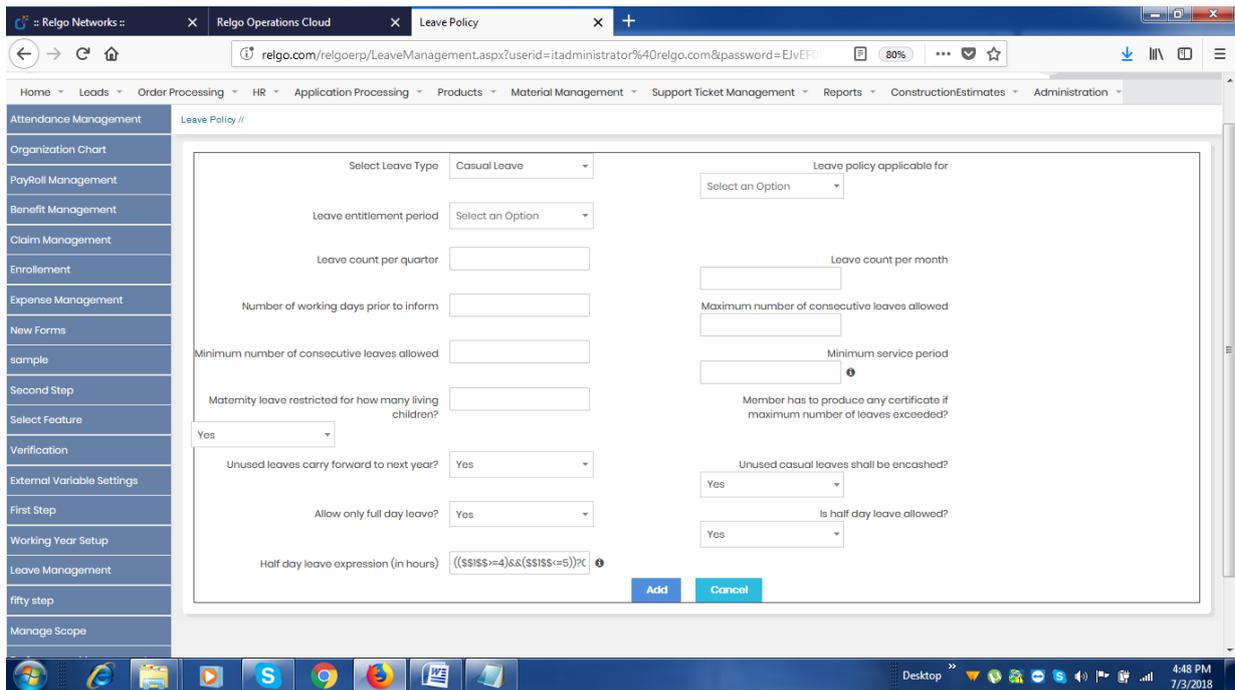


The screenshot shows a web browser window displaying the Relgo ERP interface. The browser tabs include 'Relgo Networks', 'Relgo Operations Cloud', and 'Leave Type'. The address bar shows the URL 'relgo.com/relgoerp/LeaveManagement.aspx?userid=itadministrator%40relgo.com&password=EjvEFD'. The page header features the Relgo ERP logo and a navigation menu with items like Home, Leads, Order Processing, HR, Application Processing, Products, Material Management, Support Ticket Management, Reports, and ConstructionEstimates. A left sidebar lists various management modules such as Attendance Management, Organization Chart, PayRoll Management, Benefit Management, Claim Management, Enrollement, Expense Management, New Forms, sample, Second Step, Select Feature, Verification, External Variable Settings, and First Step. The main content area is titled 'Leave Type //'. It contains a form with the following fields: 'Name of the Leave' (with 'Casual Leave' entered), 'No. of Days/year' (with '12' entered), and a 'Description' text area. There are 'Add' and 'Cancel' buttons at the bottom of the form. A dropdown menu labeled 'Existing Leaves' with the option 'Select Some Options' is also visible.

- 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:

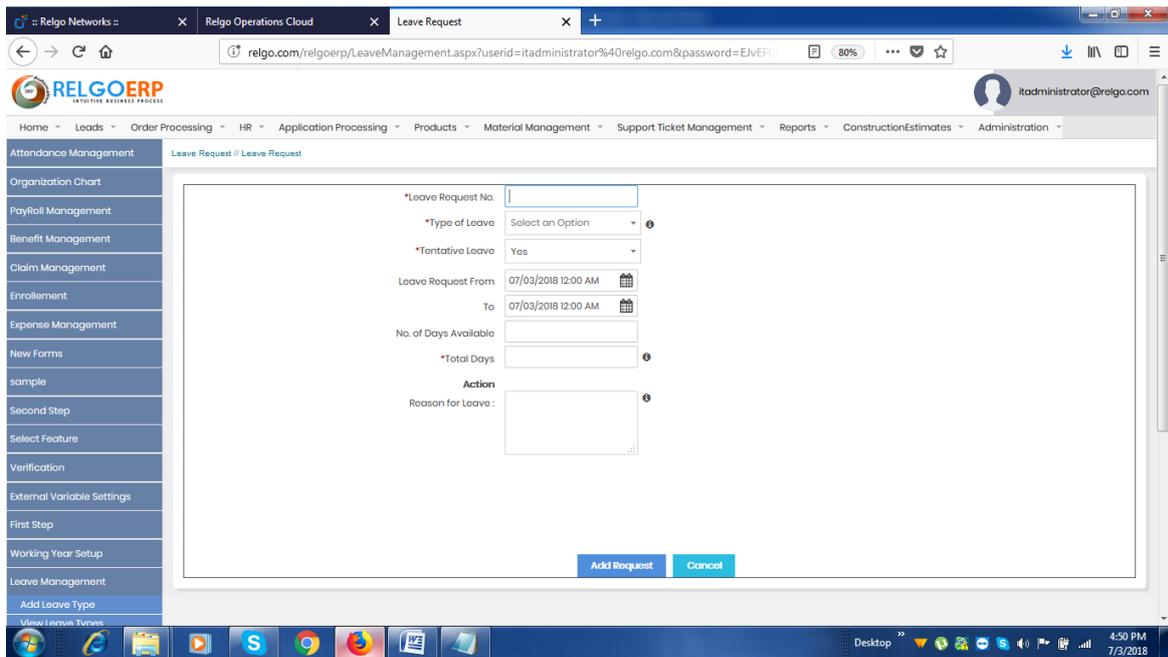
Admin can use this form for entering all leave types as per company policy.



- 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:

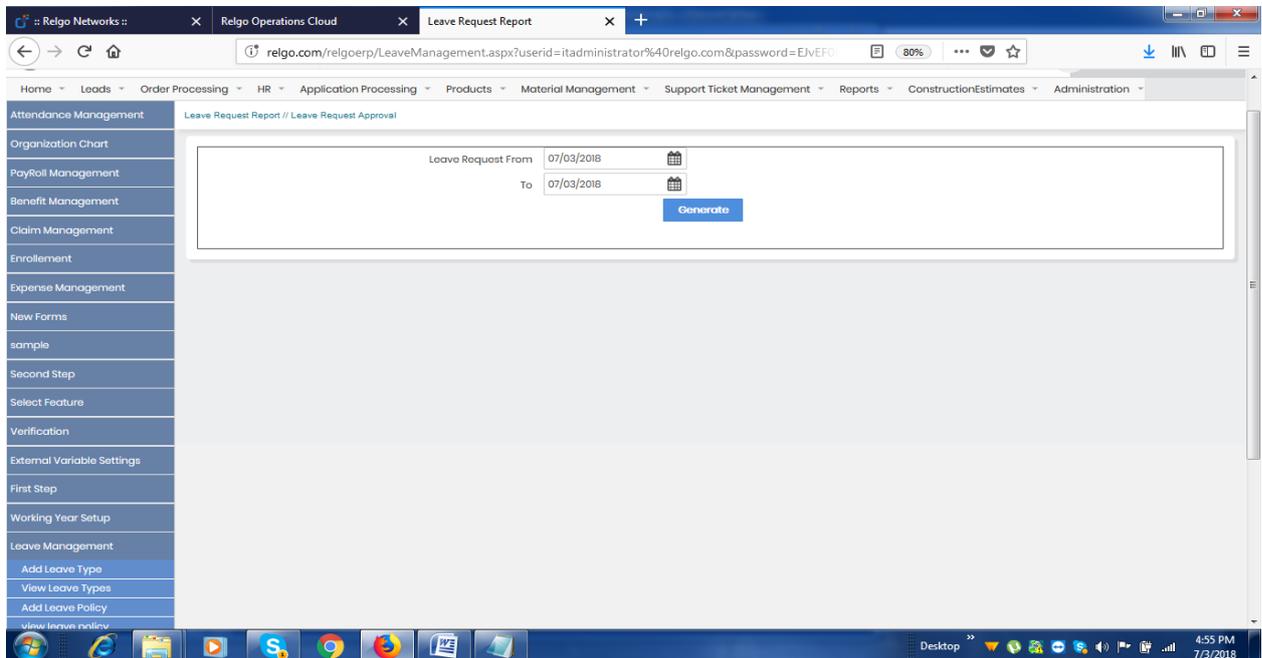
The employee must complete the **Leave Request** form to apply for leave by indicating the type of leave to be taken.



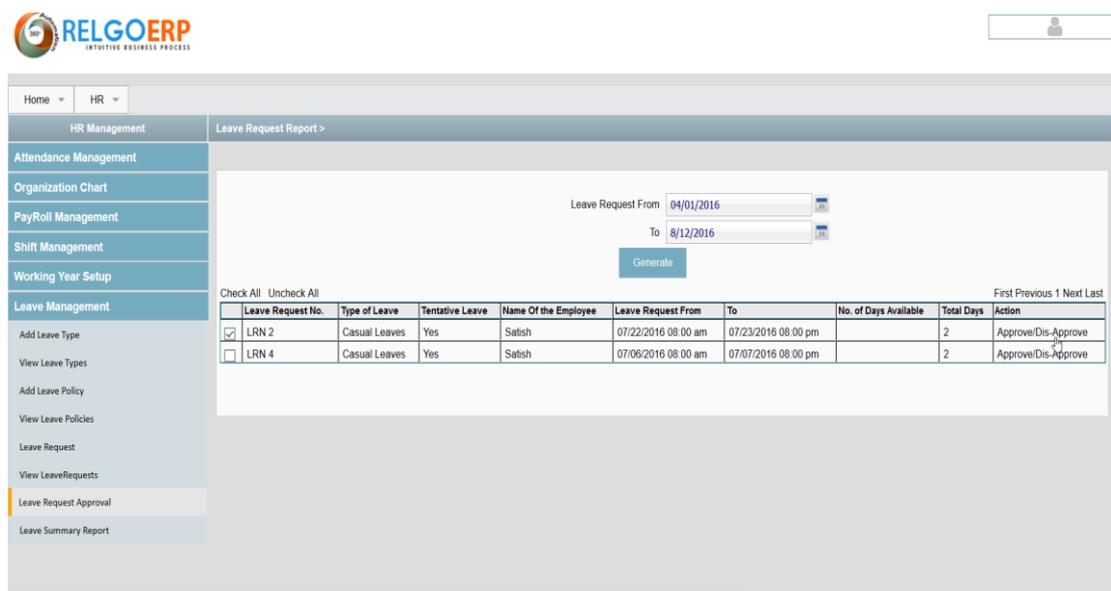
- Go to **HRM->Leave Mangement->Leave Request**
- The leave request number will be automatically generated and select the type of leave, set the duration of leave and give the reason for the leave.
- Fill all Mandatory & other fields as required.
- Click on **Add Request** and status will be dispalyed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

4. LEAVE REQUEST APPROVAL:

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



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



- 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.

A screenshot of a web application showing a 'Leave Request Report' popup. The popup contains the following fields:

- *Leave Request No: LRN 2
- *Type of Leave: Casual Leaves
- *Tentative Leave: Yes
- department: Administration
- Name Of The Member: Satish
- *Email ID: satish.secretary@env.axon.relgo.
- No. of Days Available: (empty)
- Leave Request From: 07/22/2016 08:00 am
- To: 07/23/2016 08:00 pm

In the background, a table is visible with columns: Leave Request No., Type of Leave, To, No. of Days Available, Total Days. The table contains two rows of data.

A screenshot of a web application showing a 'Request Report' popup for approval. The popup contains the following fields:

- Leave Request From: 07/22/2016 08:00 am
- To: 07/23/2016 08:00 pm
- *Total Days: 2
- Approving By: Rajendar dumpeta
- Reason for Leave: Out Of Station
- Manager's Remarks: (empty)

At the bottom of the popup, there are three buttons: Cancel, Approve, and Dis-Approve. A mouse cursor is pointing at the 'Approve' button.

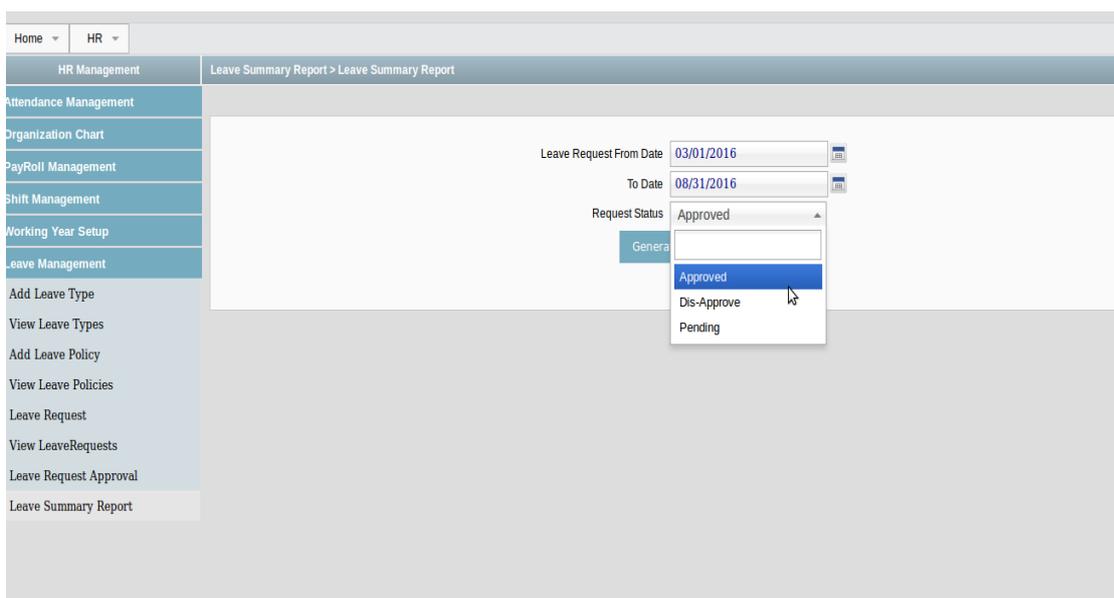
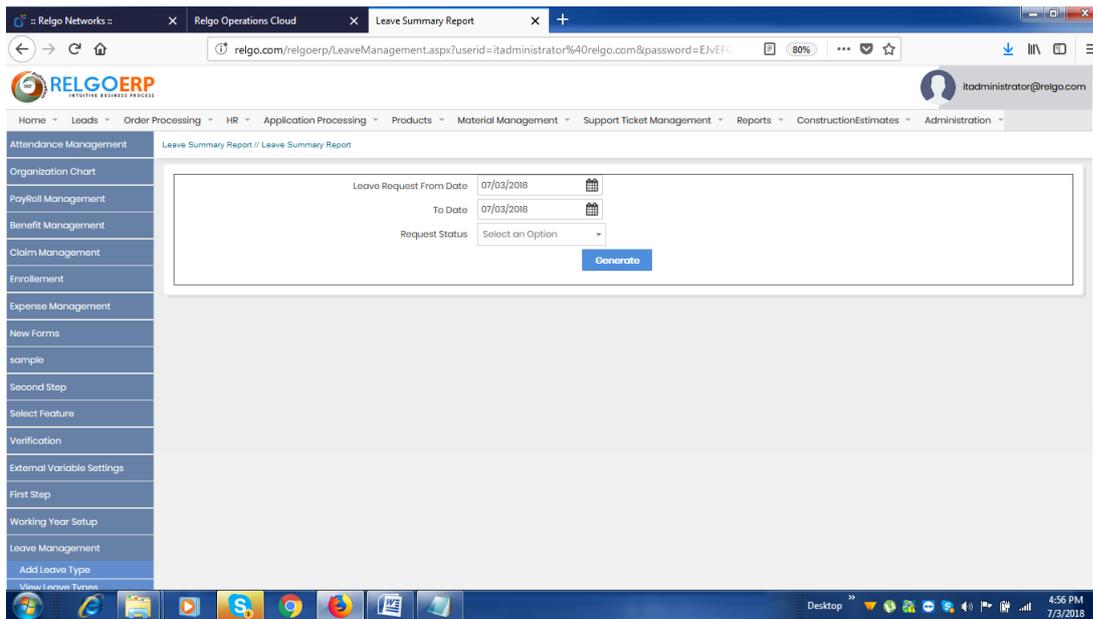
Below the popup, a table is visible with columns: Leave Request No., Type of Leave, To, No. of Days Available, Total Days. The table contains two rows of data.

- 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.



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

Leave Request No.	Type of Leave	Tentative Leave	department	Name Of the Employee	Leave Request From	To	Total Days	Action
<input type="checkbox"/> LRN 2	Casual Leaves	Yes	Administration	Satish	07/22/2016 08:00 am	07/23/2016 08:00 pm	2	Approved
<input type="checkbox"/> LRN 1	Casual Leaves	Yes	Administration	Satish	07/22/2016 08:00 am	07/27/2016 08:00 pm	6	Approved
<input type="checkbox"/> 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).