



# **Leave Management System**



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
	<b>Admin Window</b>	
1	Add Leave Type	3
2	Employee Leave Assignment	5
3	Working Days Calendar	6
4	Leave Approval from reporting Manager	8
5	Leave Encashment	9
	<b>Faculty Window</b>	
6	Faculty Login	16
7	Employee Leave Application	17
	<b>Admin Report</b>	
8	Daily Attendance Report	19
9	Monthly Muster Report	20



**Topic:** Add Leave Type

**Prerequisite:**

1. Leave Admin Role to user
2. Institute Renewal Policy should be created from head admin login.
3. Renewal Detail Cycle for each Leave Policy must be configured in terms of Start date and end date.

**Roles:** Leave Admin

**Path:** Leave Configuration » Leave Policy Configuration

**Functionality:**

1. Able to create new leave cycle.
2. Able to view created leave cycle.
3. Able to edit existing leave cycle.
4. Able to create new leave type.
5. Able to view created leave types.
6. Able to block existing leave types.

Current			
Post Type	Start Date	End Date	
Teaching	Jan 01,2020	Dec 31,2020	<a href="#">Edit Cycle</a> Applied on : Mar 05,2020
Non Teaching	Jan 01,2020	Dec 31,2020	<a href="#">Edit Cycle</a> Applied on : Mar 05,2020
Visiting Faculty	Jan 01,2020	Dec 31,2020	<a href="#">Edit Cycle</a> Applied on : Mar 05,2020

**Leave Type**

Sr No	Leave Type	Action
1	Casual Leave	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>
2	Earned Leave (EL)	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>
3	Half Pay Leave (HPL) / Medical Leave	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>
4	Extra-ordinary Leave (EOL)	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>
5	Maternity Leave	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>
6	Paternity Leave	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>
7	Study Leave	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>
8	L.W.P.	<a href="#">Block</a> <a href="#">Restrict</a> <a href="#">Edit</a> <a href="#">Delete</a>



## Add post type Leave Details-

Leave Details			
Leave Type	Casual Leave	Post Type	Select <input type="checkbox"/>
<b>Leave Rules And Regulations</b>			
Leave Applicability	Male <input type="checkbox"/>	Total No. of Days	1 <input type="text"/>
Apply Before	<input type="text"/> Day <input type="checkbox"/>	<input type="checkbox"/> Carry Forward	<input type="checkbox"/> Half Pay Allowed
With Effect From	<input type="checkbox"/> WRT Joining Date	<input type="checkbox"/> Supporting Document Required	<input checked="" type="checkbox"/> Is Payable
	Select <input type="text"/>		
<input type="checkbox"/> Encashable	<input type="checkbox"/> Commuted Leave	<input checked="" type="checkbox"/> Half Day Allowed	<input type="checkbox"/> Quarter Day Allowed
<b>Leave Credit Rules</b>		<b>Leave Availing Rules</b>	
<input checked="" type="radio"/> Beginning of Cycle		<input checked="" type="radio"/> Throughout cycle	
<input type="radio"/> End of Cycle		<input type="radio"/> Specified Period	
<input type="radio"/> Next Cycle		<input checked="" type="checkbox"/> Can be <b>Availed in Probation</b> period?	
<input type="radio"/> Pro-rata		<input type="checkbox"/> <b>Availed through Group Only?</b>	
<input checked="" type="checkbox"/> Can be <b>Credited in Probation</b> period?		<input type="checkbox"/> Privileged Leave <span style="font-size: small;">?</span>	

After Joining Leave Credited From <input type="text"/> To <input type="text"/> Cycle	From Joining Leave Avail After <input type="text"/> Day <input type="checkbox"/>	
<input type="checkbox"/> Can affect <b>Other Leave Credit</b> period?	Max No of Days Allowed at a Time <input type="text"/>	
	Min No of Days Allowed at a Time <input type="text"/>	
	No of Times Allowed per Cycle <input type="text"/>	
<b>If Leave is adjacent to Weekly off/Holiday then</b>		
Employment Type		Rule
Ad-hoc	Regular	
<input type="checkbox"/>	<input type="checkbox"/>	Prefix and Suffix Weekly off/Holiday should be counted with leave
<input type="checkbox"/>	<input type="checkbox"/>	Either of Prefix or Suffix Weekly off/Holiday should be counted with leave
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In between Weekly off/Holiday should be counted as leave
<input type="checkbox"/> Put this leave to service book?		



**Topic:** Employee Leave Assignment

**Prerequisite:**

1. Leave cycle must be configured.
2. Leave types must be configured.
3. Post types must be configured.
4. Leave Admin Role to user.

**Roles:** Leave Admin

**Path:** Leave Configuration » Employee Account Configuration

**Functionality:**

1. Able to view department wise employee leave account balance.
2. Option to enter leave balance of employee.
3. Option to search the employee name.
4. Option to freeze the leave balance of employee.
5. Option to unfreeze the leave balance of employee.

LEAVE CONFIGURATION » EMPLOYEE ACCOUNT CONFIGURATION DEC 22, 2016 1:39:50

Policy Name :  Post Type :

**On Scale Employees**

Leave Cycle :  Select leave cycle Select post type

While editing please enter balance of leave as on **Jan 01,2016**.  
Current balance will be calculated by system.

**Overall Leaves**

**ACA.** Click on department

Search:

Photo	Employee Name	Employee Id	Designation	Casual Leave	Earned Leave	Maternity Leave	Paternity Leave	Sabbatical Leave	L.W.P.	Earned Leave (Encashable)	Earned Leave (Non-Encashable)	St	V	I
	Dr. Abhishek Singh	IMTN20140256	Assistant Professor	<input type="text" value="5.5"/>	10	NA	<input type="text" value="7"/>	NA	<input type="text" value="365"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	30		

Casual Leave	Earned Leave	Maternity Leave	Paternity Leave	Sabbatical Leave	L.W.P.	Earned Leave (Encashable)	Earned Leave (Non-Encashable)	Summer Vacation Leave	Medical Leave	Freeze
<input type="text" value="5.5"/>	<input type="text" value="10"/>	NA	<input type="text" value="7"/>	NA	<input type="text" value="365"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="3"/>	<input type="text" value="0"/> <input type="button" value="Freeze"/>
<input type="text" value="0"/>	<input type="text" value="46"/>	NA	<input type="text" value="7"/>	NA	<input type="text" value="365"/>	<input type="text" value="39"/>	<input type="text" value="7"/>	<input type="text" value="30"/>	<input type="text" value="20"/>	<input type="text" value="0"/> <input type="button" value="Freeze"/>

Enter balances Click to block leave type Click to freeze employee leave account



**Topic:** Working Days Calendar

**Prerequisite:** Leave Admin Role to user.

**Roles:** Leave Admin

**Path:** Muster » Working Days Calendar

**Functionality:**

1. Able to view calendar year.
2. Able to set holidays for calendar year.
3. Able to delete set holidays for calendar year.
4. Able to view holidays for calendar year.

**Working days Calendar:**

The screenshot displays a web interface titled "MUSTER » WORKING DAYS CALENDAR" with a timestamp of "DEC 22, 2016 4:40:14". At the top, there is a "Policy Name" dropdown menu set to "Select Policy Name". Below this, a grid of 12 monthly calendars is shown, spanning from January 2016 to December 2016. Each month's calendar is a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) as columns and dates as rows. A tooltip with the text "Put cursor to view holiday name" is positioned over the date 1st of January 2016. The interface also includes "Previous" and "Next" navigation buttons between the month grids.



## Set Holiday:

### Holiday Details ✕

Holiday Date :	<input type="text" value="Jan 26, 2016"/>
Holiday Name :	<input type="text" value="Republic Day"/> <small>Enter holiday name</small>
Holiday Type :	<input type="text" value="National Holiday"/> <small>Enter holiday type</small>

Click to save      Click to delete



## Leave Approval from reporting Manager

**Topic:** Leave Approval

**Prerequisite:** Faculty/Staff Role to user.

**Roles:** Faculty/Staff

**Path:** Personal » Leave Management » Leave Approval

### Functionality:

1. Able to view Leave Calendar.
2. Able to view employee leave account, Leave History, daily worksheet.
3. Able to approve or reject employee leave.

The screenshot shows the 'Leave Approval' interface with the following table:

	Id	Employee Name	Leave Type	Application Date	Leave Date	No of Days	Leave Reason	Sta
<input type="checkbox"/>	E5381	Mrs. Smita Anand Desai	Casual Leave	Feb 17,2020 Applied 1 day(s) before leave date	Feb 18,2020	0.5	Son's board exam.	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	E5535	Sheetal Deepak Pakhare	L.W.P.	Feb 14,2020 Applied on leave date	Feb 14,2020	0.5	medical reason	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	E5414	Mrs. Kalyani sagar Inamdar	Casual Leave	Feb 13,2020 Applied 9 day(s) before leave date	Feb 22,2020	1.0	personal reason	<input checked="" type="checkbox"/> <input type="checkbox"/>

The 'Leave Approve/Reject' dialog box displays the following details:

Employee Leave Application			
Application Date	Feb 17,2020	Leave Type	Casual Leave
Employee Name	Mrs. Smita Anand Desai (E5381)	Department / Designation	Indira National School - (I to IV) Teacher (Teaching)
Leave Date(s)	Feb 18,2020	Rejoin Date	Feb 18,2020
Number of Days	0.5	Total Number of Days	2
Working Days	1	Holidays *Including weekly offs	0
Prefix	0	Suffix	1
Leave Reason	Son's board exam.	Current Casual Leave Balance:	3
Comment	<input type="text"/>		

Buttons at the bottom: **Accept**, **Reject**, **Adjustment**, **Close**



## Leave Encashment-

Leave encashment special request

EMPLOYEE LEAVE » EMPLOYEE LEAVE APPLICATION
DEC 23, 2016 11:06:46

Employee Name : VDAY MASARAM

Leave History Report
Leave Encashment Special Request

Select leave encashment special request

Total No of Leave Encashments	Leave Type	Requested At	No of Days	Sanctioning Authority I	Sanctioning Authority II	Finance
<div style="display: flex; justify-content: center; align-items: center;"> <div style="background-color: #333; color: white; padding: 5px 15px; border-radius: 5px; margin-right: 10px;">Encashment Special Request</div> <div style="border: 1px solid gray; border-radius: 5px; padding: 5px; background-color: #eee;">Click to apply encashment special request</div> </div>						

Employee Name: x

	Leave Name	No of Leaves	Min Balance Requird	Max Encashable Limit
<input type="radio"/>	Earned Leave (Encashable)	186	30	300
<input type="radio"/>	Medical Leave	72.5	0	9000

No of Leaves:

Remark:

Upload Document

Click to submit request

Submit Request
Close



LTA claim application: Employee needs to apply for encash able leaves.

EMPLOYEE LEAVE » EMPLOYEE LEAVE APPLICATION JAN 30, 2017 12:25:46

Employee Name : Nilakantan Kannan

Leave History Report
Leave Encashment Special Request

History From Last Cycles

**Leave History From Jan 01,2017 To Dec 31,2017**

Leave Type	Leave Reason	From Date	To Date	No of Days	Alt Reporting Manager	Reporting Manager	Sanctioning Authority	
Earned Leave	LTA Claim	Jan 02,2017	Jan 06,2017	5	Recommended by Prof. Anil Kumar	Recommended by Jitendra Sharma	Approved by Jitendra Sharma	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Click to claim LTA</div> <div style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">Claim LTA</div>

LTA claim request:

LEAVE TRAVEL ASSISTANCE / ALLOWANCE REIMBURSEMENT FORM

**Employee Name:** Milind m Fadnavis **Date:** Jan 30,2017

**Employee Code:** 20070085 **Date of Joining:** May 14,2007

**Designation-Department:** Associate Professor-ACA.

**No of Earned Leaves:** 6

**Encashable Leaves:** 6 **Non-Encashable Leaves:** 0

**Leave From:** Feb 01,2017 **Leave To:** Feb 06,2017

**Leave Reason:** LTA Claim

LTA Claim Eligibility Criteria :

- 🕒 First claim after 24 months of joining ✓
- 🕒 Minimum 5 Earned leaves required ✓
- 🕒 12 months gap between two claims ✓
- 🕒 Only 2 claims allowed in 4 years block (Excluding Carryforward) ✓

Claim LTA
Close



LTA Claim Details					
Current Block:	May 14,2015 - May 14,2019	No of Claims:	0	Last LTA Pay Amount(Rs):	124640
Last LTA Pay Date:	Jan 06,2014	LTA Claimed Until:	May 13,2013	Carryforward Amount(Rs):	0
Pending Period Date :	May 14,2015	Next Claim Date :	May 14,2017	Entitlement (Rs):	176134

  

Place Visited:*	<input type="text" value="Jaipur"/>	Enter place visited
Total no. of persons with names and relationship:*	Mithila Fadnavis - Wife Neha Fadnavis - Daughter Amol Fadnavis - Son	Enter total no. of persons with names and relationship
Total expenditure incurred in tour (Rs):*	<input type="text" value="75000"/>	Enter total expenditure incurred in tour

  

LTA Claim Status	
Not Claimed	

LTA Claim Status	
Not Claimed	
Attached Docs:	No document found!!!
Upload	<input type="button" value="Upload attachments"/> <p> <input type="checkbox"/> .doc, .docx, .xls, .xlsx, .pdf, .jpg, .text, .png, .gif, .ppt, .pptx files only  <input type="checkbox"/> Maximum file size limit MB                 </p>



- After successful claim LTA request, request is pending with reporting manger, alternate reporting manager, finance admin & LTA request sanctioning authority.

LTA Claim Requests									
Sr No	Requested At	Designation Department	Verification Authority	Sanctioning Authority I	Sanctioning Authority II	Finance	Sanctioning Authority III	Entitlement (Rs)	Action
1	Jan 30, 2017 01:24 PM Milind m Fadnavis	Associate Professor ACA.	Approved by <b>Not Required</b> At Jan 30, 2017 01:24 PM	Pending by <b>Prof. Anil Kumar</b> At Jan 30, 2017 01:24 PM	Pending by <b>Jitendra Sharma</b> At Jan 30, 2017 01:24 PM	PENDING	PENDING	-	<span>Click to approve</span> <input type="checkbox"/> <input type="checkbox"/>

PERSONAL » LEAVE MANAGEMENT » VIEW EMPLOYEE LTA CLAIM REQUEST									
JAN 30, 2017 1:39:42									
LTA Claim Requests									
Sr No	Requested At	Designation Department	Verification Authority	Sanctioning Authority I	Sanctioning Authority II	Finance	Sanctioning Authority III	Entitlement (Rs)	Action
1	Jan 30, 2017 01:24 PM Milind m Fadnavis	Associate Professor ACA.	Approved by <b>Not Required</b> At Jan 30, 2017 01:24 PM	Approved by <b>Prof. Anil Kumar</b> At Jan 30, 2017 01:37 PM	Approved by <b>Jitendra Sharma</b> At Jan 30, 2017 01:38 PM	PENDING	PENDING	-	

## LTA Claims: Finance Admin

SALARY » OTHER REPORTS » LEAVE TRAVEL ASSISTANCE REPORT												
JAN 30, 2017 1:47:51												
Policy :		Select Policy Name					LTA Configuration					
Select Level:		<input type="radio"/> Institute					<input checked="" type="radio"/> Department					
Department:		<input checked="" type="checkbox"/> Academics - ACA. <input checked="" type="checkbox"/> Finance & Accounts - F&A <input checked="" type="checkbox"/> Library - LIB. <input checked="" type="checkbox"/> Management - PGDM <input checked="" type="checkbox"/> MDP - MDP					<input checked="" type="checkbox"/> Administration - ADMIN. <input checked="" type="checkbox"/> APO - APO <input checked="" type="checkbox"/> Placements - PL. <input checked="" type="checkbox"/> Information Technology - IT					
Month :		Jan, 2017					<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>					
Post Type :		<input checked="" type="checkbox"/> Teaching <input type="checkbox"/> Contractual					<input type="checkbox"/> Non Teaching <input type="checkbox"/> Visiting Faculty					
View Employee LTA Details												
LTA Claims												
All records per page										Search:		
LTA Claim Requests												
Sr No	Employee Name Employee Code Requested At	Designation Department	Date of Joining	Current Block	No of Claims	Claim Date	Last LTA Pay Amount	Total Expenditure	CarryForward Amount	Entitlement	Action	Status
1	Milind m Fadnavis IMTN20070085 Jan 30, 2017 01:24 PM	Associate Professor/ ACA.	May 14, 2007	May 14, 2011 - May 13, 2015	2	Jan 30, 2017 01:24 PM	124640	75000	0	176134	<span>Click to approve</span> <input type="checkbox"/> <input type="checkbox"/>	PENDING



**SALARY > OTHER REPORTS > LEAVE TRAVEL ASSISTANCE REPORT** JAN 30, 2017 4:08:14

Policy :  LTA Configuration

Select Level:  Institute  Department

Department:  Academics - ACA.  Administration - ADMIN.  
 Finance & Accounts - F&A  APO - APO  
 Library - LIB.  Placements - PL.  
 Management - PGDM  Information Technology - IT  
 MDP - MDP Check All Uncheck All

Month :

Post Type :  Teaching  Non Teaching  
 Contractual  Visiting Faculty

[View Employee LTA Details](#) [LTA Claims](#)

records per page Search:

LTA Claim Requests												
Sr No	Employee Name Employee Code Requested At	Designation Department	Date of Joining	Current Block	No of Claims	Claim Date	Last LTA Pay Amount	Total Expenditure	CarryForward Amount	Entitlement	Action	Status
1	Milind m Fadnavis 20070085 Jan 30, 2017 01:24 PM	Associate Professor/ ACA.	May 14,2007	May 14,2011 - May 13,2015	2	Jan 30, 2017 01:24 PM	124640	75000	0	176134		<a href="#">Generate Payment Voucher</a>

[View Employee LTA Details](#) [LTA Claims](#)

records per page Search:

LTA Claim Requests												
Sr No	Employee Name Employee Code Requested At	Designation Department	Date of Joining	Current Block	No of Claims	Claim Date	Last LTA Pay Amount	Total Expenditure	CarryForward Amount	Entitlement	Action	Status
1	Milind m Fadnavis 20070085 Jan 30, 2017 01:24 PM	Associate Professor/ ACA.	May 14,2007	May 14,2011 - May 13,2015	2	Jan 30, 2017 01:24 PM	124640	75000	0	176134		<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Able to view approve status</div> <div style="background-color: orange; color: white; padding: 5px; display: inline-block; text-align: center;">PENDING with Dr. Subhajit Bhattacharyya</div>



LTA claim application pending with sanctioning authority:

PERSONAL > LEAVE MANAGEMENT > VIEW EMPLOYEE LTA CLAIM REQUEST JAN 30, 2017 2:52:50

Pending Requests **Approved / Rejected Requests**

LTA Claim Requests								
Sr No	Requested At	Designation Department	Verification Authority	Sanctioning Authority I	Sanctioning Authority II	Finance	Sanctioning Authority III	
1	Jan 30, 2017 01:24 PM Milind m Fadnavis	Associate Professor ACA.	Approved by <b>Not Required</b> At Jan 30, 2017 01:24 PM	Approved by <b>Prof. Anil Kumar</b> At Jan 30, 2017 01:37 PM	Approved by <b>Jitendra Sharma</b> At Jan 30, 2017 01:38 PM	Approved by <b>A. Shridhar Rao</b> At Jan 30, 2017 01:51 PM	PENDING	176134 <span>✓</span> <span>✗</span>

Click to approve

## LTA Claims Finance admin login

SALARY > OTHER REPORTS > LEAVE TRAVEL ASSISTANCE REPORT JAN 30, 2017 4:08:14

Policy :  LTA Configuration

Select Level:  Institute  Department

Department:  Academics - ACA.  Administration - ADMIN.  
 Finance & Accounts - F&A  APO - APO  
 Library - LIB.  Placements - PL.  
 Management - PGDM  Information Technology - IT  
 MDP - MDP Check All Uncheck All

Month :

Post Type :  Teaching  Non Teaching  
 Contractual  Visiting Faculty

**View Employee LTA Details** **LTA Claims**

All records per page Search:

LTA Claim Requests											
Sr No	Employee Name Employee Code Requested At	Designation Department	Date of Joining	Current Block	No of Claims	Claim Date	Last LTA Pay Amount	Total Expenditure	CarryForward Amount	Entitlement	Action
1	Milind m Fadnavis 20070085 Jan 30, 2017 01:24 PM	Associate Professor/ ACA.	May 14, 2007	May 14, 2011 - May 13, 2015	2	Jan 30, 2017 01:24 PM	124640	75000	0	176134	<span>✓</span> <span>✗</span> <span>👁</span> <span>Generate Payment Voucher</span>

Click to generate payment voucher

Click to view LTA details



**View LTA Details:**

LEAVE TRAVEL ASSISTANCE / ALLOWANCE REIMBURSEMENT FORM					
Employee Name:	Milind m Fadnavis	Date:	Jan 30,2017		
Employee Code:	20070085	Date of Joining:	May 14,2007		
Designation-Department:	Associate Professor-ACA.				
No of Earned Leaves:	6				
Encashable Leaves:	6	Non-Encashable Leaves:	0		
Leave From:	Feb 01,2017	Leave To:	Feb 06,2017		
Leave Reason:	LTA Claim				
Place Visited:	Jaipur				
Total no. of persons with names and relationship:	Mithila Fadnavis - Wife Neha Fadnavis - Daughter Amol Fadnavis - Son				
Last LTA Pay Amount(Rs):	176134	Total expenditure incurred in tour (Rs):	176134		
CarryForward(Rs):	0	Entitlement(Rs):	176134		
<b>LTA Claim Status</b>					
Requested At	Verification Authority	Sanctioning Authority I	Sanctioning Authority II	Finance	Sancti
Milind m Fadnavis	Approved by Not	Approved by Prof. Anil	Approved by Jitendra	Approved by A. Shridhar	Approved by

Click to print LTA details  
Print Close



**Topic:** Faculty Login

**Prerequisite:**

1. Faculty should be registered into JUNO Campus.
2. User should have faculty role.

**Roles:** Faculty

**Path:** <http://erp.himtu.ac.in/> Enter Username and Password then click on Login Button.

***Faculty login screen:***

**HIMACHAL PRADESH TECHNICAL UNIVERSITY**  
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

**University Automation System**

Welcome! Please login to continue.

Enter Username

Username

Enter Password

Password

Login

Click to login

Forgot password?



**Leave Transaction-**

**Topic:** Employee Leave Application

**Prerequisite:** Faculty/Staff Role to user.

**Roles:** Faculty/Staff

**Path:** Personal » Leave Management » Leave Application

**Functionality:**

1. Able to apply leave application against leave balances.
2. Able to view leave application history.
3. Able to apply leave encashment request.
4. Able to view leave encashment request details.

★ PERSONAL » LEAVE MANAGEMENT » LEAVE APPLICATION
MAR 08, 2020 7:45:42 PM

Leave Application
Leave Encashment
Cancelled Leave(s)

My Leave History History From Last Cycles

Leave History From Jan 01,2020 To Dec 31,2020

Leave Type	Leave Reason	From Date	To Date	No of Days	Reporting Manager 2	Reporting Manager 1	Sanctioning Authority	Status				
Casual Leave	To attend the marriage at Amravati	Feb 18,2020	Feb 18,2020	1.0	Recommended by Bhawarjal Babulal Paliwal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande		👁️			Send cancellation Request
Casual Leave	domestic work	Jan 24,2020	Jan 24,2020	1.0	Recommended by Bhawarjal Babulal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande		👁️			Send cancellation Request

Click to apply for leave

Apply For Leave



Current Leave Account Leaves from Last Cycle

Sr. No	Leave Type	Available Leaves	Select Leave Type
1	Casual Leave	5	<input type="radio"/>
2	Special Leave With Pay	0	
3	Special Leave Without Pay	0	
4	General Leave	0	
5	Duty Leave	0	
6	Earned Leave	300	<input type="radio"/>
7	L.W.P.	365	<input type="radio"/>
8	Compensatory Leave	1	<input checked="" type="radio"/>
9	Half Pay/Commutated Leave	476	<input type="radio"/>

Select leave type

Click to apply for leave

Apply for Leave

★ PERSONAL » LEAVE MANAGEMENT » LEAVE APPLICATION MAR 08, 2020 7:48:56 PM

Leave Application Leave Encashment Cancelled Leave(s)

Compensatory Leave

Alternate Contact 1:  Alternate Contact 2:

*\* In case of emergency* *\* In case of emergency*

Requested Date : Mar 08, 2020 Half Day :  Leave Start Date :  Leave End Date :

Rejoin Date :  Total Number of Days :  Reason For Leave :

Click to upload document

Click to submit

Enter leave start date & end date

Enter reason for leave

## After Leave Application leave status-

My Leave History History From Last Cycles

Leave History From Jan 01, 2020 To Dec 31, 2020

Leave Type	Leave Reason	From Date	To Date	No of Days	Reporting Manager 2	Reporting Manager 1	Sanctioning Authority	Status
Compensatory Leave	personal	Mar 09, 2020	Mar 09, 2020	1.0	Pending with Bhawarlal Babulal Paliwal	Pending with Dr. Rajesh Suresh Pande	Pending with Dr. Rajesh Suresh Pande	<input type="button" value="Send cancellation Request"/>
Casual Leave	To attend the marriage at Amravati	Feb 18, 2020	Feb 18, 2020	1.0	Recommended by Bhawarlal Babulal Paliwal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande	<input type="button" value="Send cancellation Request"/>
Casual Leave	domestic work	Jan 24, 2020	Jan 24, 2020	1.0	Recommended by Bhawarlal Babulal Paliwal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande	<input type="button" value="Send cancellation Request"/>

Apply For Leave

After Approval send Cancellation Request



## Leave Admin Report

**Topic:** Daily Attendance Report

**Prerequisite:** Leave Admin Role to user.

**Roles:** Leave Admin

**Path:** Reports » Muster Reports » Daily Attendance Report

### Functionality:

1. Able to view daily attendance of employees.
2. Able to view scheduled in/out timings.
3. Able to view check in/out timings.

**REPORTS » MUSTER REPORTS » DAILY ATTENDANCE REPORT** DEC 23, 2016 5:17:19

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Policy Name :  Post Type :

Date :  Select date

Select Level:  Institute  Department Select level Select Post type

Department:

Academics - ACA.  
 Finance & Accounts - F&A  
 Library - LIB.  
 Management - PGDM  
 MDP - MDP

Administration - ADMIN.  
 APO - APO  
 Placements - PL.  
 Information Technology - IT

Search:

S#	Employee Id	Employee Name	Designation	Scheduled In Time	Check In Time	Scheduled Out Time	Check Out Time	Working	Paid Leave	LWP	Holiday	Late Mark
1	20050037	A. Shridhar Rao	Dy. Manager	09:00 AM	09:03 AM	05:30 PM	08:36 PM	✓	✗	✗	✗	✗
2	20150259	Fahimuddin Raza	Hardware Supervisor	12:00 PM	12:05 PM	08:30 PM	08:24 PM	✓	✗	✗	✗	✗
3	20050049	Mr. Manoj More	Lab Assistant	Week Off				✗	✗	✗	✓	✗
4	20050050	Mr. Naushad Minde	Lab Assistant	09:00 AM	09:10 AM	05:30 PM	05:31 PM	✓	✗	✗	✗	✗
5	20040012	Mr. Sanjay Pandey	Sr. Manager	09:00 AM	09:11 AM	05:30 PM	05:39 PM	✓	✗	✗	✗	✗



**Topic:** Monthly Muster Report

**Prerequisite:** Leave Admin Role to user.

**Roles:** Leave Admin

**Path:** Reports » Muster Reports » Monthly Muster Report

**Functionality:**

1. Able to view monthly muster report of employees.
2. Able to view total worked days of employees.
3. Able to view paid holidays of employees.
4. Able to view total leaves availed by employees.
5. Able to view total no punch count.
6. Able to view deductions for accumulation.
7. Able to view short attendance of employees.
8. Able to view total payable days of employees.
9. Able to freeze monthly muster report for salary generation.

The screenshot shows the 'MONTHLY MUSTER REPORT' form with the following fields and callouts:

- Policy :** Select Policy Name (dropdown)
- From Date :** Dec 01,2016 (text input) - Callout: Select date range
- To Date :** Dec 02,2016 (text input)
- Select Level:** Institute (radio button), Department (radio button) - Callout: Select level
- Department:** List of departments with checkboxes: Academics - ACA., Finance & Accounts - F&A, Library - LIB., Management - PGDM, MDP - MDP, Administration - ADMIN., APO - APO, Placements - PL., Information Technology - IT (checked) - Callout: Select department
- Check All / Uncheck All** (buttons)
- Post Type :** Non Teaching (dropdown) - Callout: Select post type
- Submit / Reset** (buttons)
- Click to submit** (callout pointing to the Submit button)

Page header: REPORTS » MUSTER REPORTS » MONTHLY MUSTER REPORT | DEC 23, 2016 5:33:54



Monthly Muster Report Report

Note:-  
 Denotes Muster is finalized and salary is generated.

Machine Timing Edited Employee Muster Timing Default Work Timing Weekly-Off/Public Holidays

Generate PDF Generate PDF By Work Duration Finalize Muster Click to finalize muster for salary generation Search:

#	Employee Name	Employee No	Designation, Department	Attendance		Summary										
				Dec 01, 2016	Dec 02, 2016	Worked Days	Paid Holiday	Total Leaves Aailed		No Punch	Deductions for Accumulation		Short Attendance		Short Attendance Before Finalize	
				Thu Update	Fri Update			Paid Leaves	LWP		Leaves Deducted	LWP	Hours (HH:MM)	Leaves Deducted		
1	A. Shridhar Rao	20050037	Dy. Manager, IT	IN : 09:03 AM OUT : 08:36 PM	IN : 09:03 AM OUT : 05:27 PM	2	0	0	0	0	0	0	0	00:00	0	00:00
2	Mr. Sanjay Rajendra Pandey	20040012	Sr. Manager, IT	IN : 09:11 AM OUT : 05:39 PM	IN : 09:12 AM OUT : 05:37 PM	2	0	0	0	0	0	0	0	00:00	0	00:00
3	Mr. Manoj Bapurao More	20050049	Lab Assistant, IT	weekly-off	IN : 11:39 AM OUT : 08:13 PM (came late)	1	1	0	0	0	0	0	0	02:24	0	02:24
4	Mr. Naushad Skh Gafur Minde	20050050	Lab Assistant, IT	IN : 09:10 AM OUT : 05:31 PM	weekly-off	1	1	0	0	0	0	0	0	00:00	0	00:00
5	Fahimuddin Raza	20150259	Hardware Supervisor, IT	IN : 12:05 PM OUT : 08:24 PM	IN : 09:02 AM OUT : 05:30 PM (gone early)	2	0	0	0	0	0	0	0	02:45	0	02:45

Click update to update muster timings