eOffice

A DIGITAL WORK PLACE SOLUTION

eLeave

Leave Management System

USER MANUAL

Prepared by

NIC National Informatics Centre

Revision History

Date	Version	Description	Author
			eOffice Project Division

Table of Contents

1. Objective

Employee applying for leave is a routine activity in any organization. A leave system is required that allows employees to apply for leave online at any convenient time and location. The approving authority also needs the same convenience. Further, higher authority may sometimes require knowing as how many of their staff is on leave at during certain period.

Administration staff also has many activities like addition of Earned leaves every six months, preparation of Leave notification etc. All these activities are taken care by the eLeave System.

2. Introduction

eLeave is a web-based Leave Management System that automates the leave application and approval process. eLeave core modules are Submission of Leave application, Leave cancellation/ extension, Submission of joining report, Admin Module, query and Reporting.

3. Login

- Enter the LDAP Username and Password in the eOffice portal, as shown in **Fig. eLeaveUser.1**:

Fig.eLeaveUser.1

- Click **Login** () button to submit the details, if the Username and Password correctly match then the user is successfully logged in to the eOffice portal and following screen appears (as shown in Fig. eLeaveUser.2):
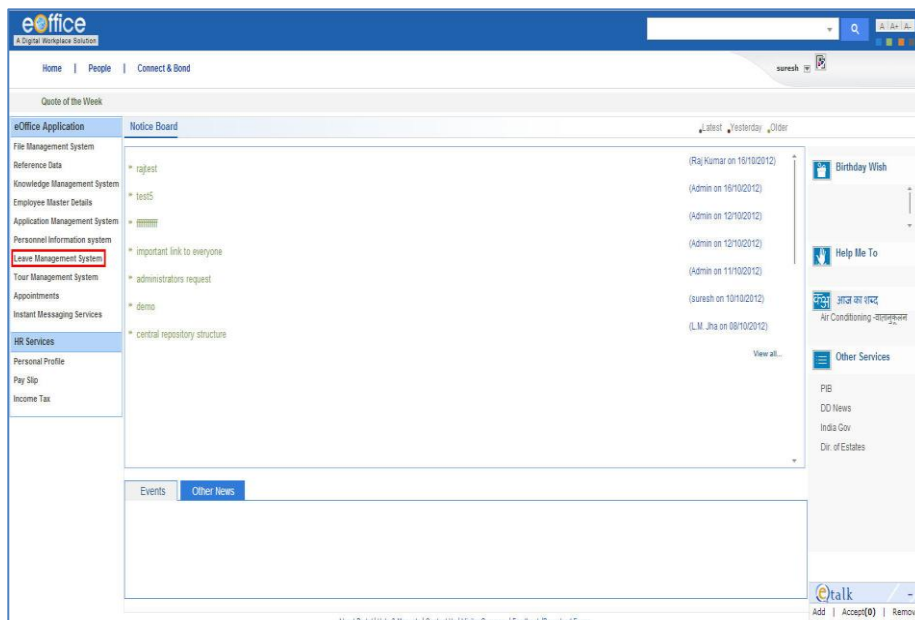

Fig.eLeaveUser.2

- To open the Leave Management System (eLeave) application click on the link mentioned in the right panel as highlighted in **Fig. eLeaveUser.2,** as result of which following login screen appears through which the Admin can log into the eLeave application (**Fig. eLeaveUser.3**) :
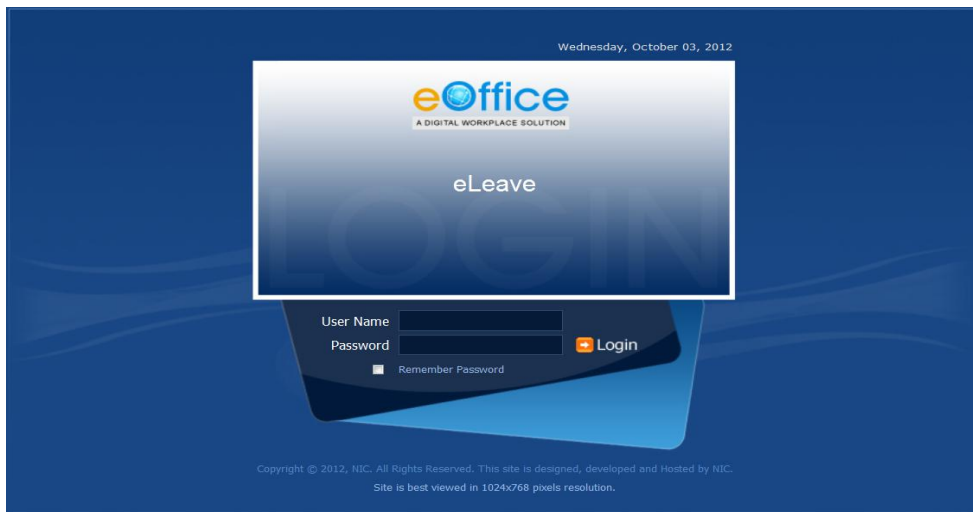

Fig.eLeaveUser.3

- Click the **Login** () button (Fig. eLeaveUser.3). As the result if the user name and password are correct as per the data in database, the User is successfully logged-in and as shown in Fig.eLeaveUser.3.1:

Fig.eLeaveUser.4.1

4. List of Different Users in eLeave:

eLeave module comprises of different users, altogether responsible for applying leave application to approval process.

Different users in eLeave are as follows:

1. Applicant/User
2. Reporting
3. Controlling
4. Approving

Let's have an overview of the different users of eLeave one by one.

4.1 Applicant/User

 Applicant account comprises of five different sections:

- **Dashboard**
- **Apply**
- **Reports**
- **Leave Status**
- **Alert settings**

Let's have a quick overview of the different sections of eLeave one by one.

➢ **Dashboard**

- It consist of Leave Status of the applicant/user itself with which he/she has logged in when applicant click on the dashboard link the respective page appears as shown in **Fig.eLeaveUser.4**:

Fig.eLeaveUser. 5

Note:
User can click on the Request Id to view the details.
User can view the information related to the Leave Balance\Upcoming Public Holidays \Employee on Leave.

➢ **Apply**

It refers to a process where the applicant applies for leave.

a. **Leave Type**: This feature refers to whether the applicant or user is applying for single leave or combination of leaves.

b. **Nature of Leave:** This feature refers to different type of leaves as mentioned below:

- **Casual Leave (CL)**: Maximum 5 CLs can be availed at a time.
- **Restricted Holiday (RH)**: RH cannot be availed more than 2 in year.
- **Earned Leave (EL)**: EL can be availed up to 180 days at a time.
- **Half Pay Leave (HPL)**: HPL can be taken whenever required.
- **Commuted Leave**: It can be taken on a medical certificate.
- **EOL Availed:**
- **EOL adjusted against EL:**
- **Paternity Leave**: A male employee can be granted Paternity leave for a period of 15 days & may be combined with other kind of leave except Casual Leave
- **Maternity Leave**: It is granted to female employee for maximum of 180 days and may be combined with other kind of leave.
- **Child Care Leave (CCL)** : CCL may not be granted in more than 3 spells minimum of 15 days each in a calendar year.
- **Station Leave**: In case of station leave, no leave will be deducted. It can be taken in case an employee is going out of station.
- **Compensatory Holiday:** It can be availed by Non Gazetted Staff only in lieu of working on any holiday.

- *Note:*

- *The applicant can **Browse** and **Upload the** Supporting Documents (by clicking on Choose File) in case of Commuted leave.*

- *In case of **CL (Casual Leave), RH (Restricted Holiday) & CH (Commuted Holiday)** the flow of the application would be from Reporting Officer to Admin directly (No controlling permission is required). And this flow is flexible, can be modified as other leave flow works.*

---

c. **From:** This feature refers to the start date of the leave applied.

d. **To:** This feature refers to the date till which applicant is applying for leave.

e. **Prefix Days:** This feature will show the weekly off date(s) which appears just before in the leave applied period.

f. **Suffix Days:** This feature will show the weekly off date(s) which appears just after in the leave applied period.

g. **No. of Days:** This feature reflects the total number of days as applied by the applicant.

h. **CC Mail To:** This feature facilitates the applicant to mark an email to some other person (if required) concerning the leave applied.

i. **Station Leave:** This feature refers to, if applicant is applying for leave within station or out of station.

j. Avail LTC: If the applicant is going on LTC. Then this radio button should be marked and provided with the year of LTC.

k. Reason/Remark for Leave: This feature refers to the reason for which the applicant is applying for leave.

l. Previous Leave Details:

m. Address During Leave : This feature refers to the address of Destination for which the applicant is applying for leave

n. Send Request: This feature facilitates the applicant to send request to his/her Reporting Officer in regards to the Leave applying for.

o. Reset: This feature helps the applicant to reset the data entered by him/her.

To apply for Leave, applicant or user has to perform following steps:

- Click **Apply** (Apply) Link as shown in **Fig. eLeaveUser.5**:

Fig.eLeaveUser.6

- Enter the essential metadata fields and click **Send Request(Send Request)** button as shown in **Fig.eLeaveUser.6**:

Fig.eLeaveUser.7

- User or applicant can view the status of his\her leave as shown in **Fig.eLeaveUser.7**:

Fig.eLeaveUser.8

➢ Reports

It facilitates the applicant or user to view leave history report and subordinates leave history report.
It has following features:

- o **View Leave History**
- o **View Subordinate History**

✓ View Leave History

This feature facilitates the controlling to check the leave history as on date along with its current status, Leave Type and Leave period.

To view the Leave History Report, the User has to perform the following steps:

- Click the **Reports** link, as shown in **Fig. eLeaveUser.8**:
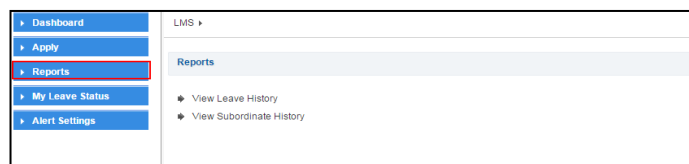
Fig.eLeaveUser.9

As a result, the following screen appears as shown in **Fig. eLeaveUser.9**:
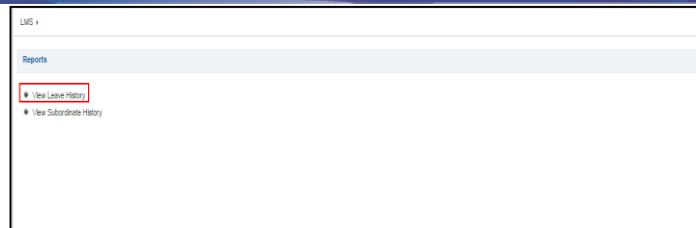
Fig.eLeaveUser.10

- Click the **View Leave History** (View Leave History) link (**Fig. eLeaveUser.9**).
  As a result, **My Leave History** page appears with the status of the leave Applied/Pending by the reporting, as shown in **Fig. eLeaveUser.10:**

Fig.eLeaveUser.11

- Click the **Request Id**(**Fig. eLeaveUser.10**),as a result following page appears as shown in **Fig. eLeaveUser.11**:

Fig.eLeaveUser.12

✓ **View Subordinate History**

This feature facilitates the User to check the status of leave applied by his/her subordinates.

To view the leave history of the subordinates, the User has to perform the following steps:

- Click the **View Subordinate History** (View Subordinate History) as shown in **Fig. eLeaveUser.12**:
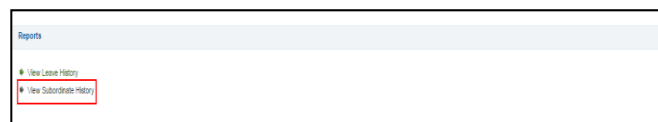
Fig.eLeaveUser.13

As a result, the following screen appears as shown in **Fig. eLeaveUser.13:**

Fig.eLeaveUser.14

- Click the **View Leave Details** Link (**Fig. eLeaveUser.13**), as a result, **Subordinate Leave History** Page will appear, as shown in **Fig. eLeaveUser.14:**

Fig.eLeaveUser.15

- Enter the necessary data, click the **Submit** link (Submit)(**Fig. eLeaveUser.14**), as a result, the details of the applicant's applied leaves appear, as shown in **Fig. eLeaveUser.15:**

From	To	Action Date	Status	Remarks
M K Meena	SHAILENDRA KUMAR	10/06/2011 -13:08:35 PM	Forwarded	
SHAILENDRA KUMAR	R C MEENA	15/06/2011 -13:20:54 PM	Requested	

Fig.eLeaveUser.16

➢ **My Leave Status**

It refers to a process where the applicant or user can check the Status of Leave applied for as shown in **Fig.eLeaveUser.16:**
- ALL
- Pending
- Sanctioned
- Cancelled
- Approved

Let's learn about these features one by one.

- **All:** This feature facilitates the applicant to check the status of leave all together whether it is Pending, Approved or Cancelled along with the details of Date Submitted, Extend/Cancel and Joining.
- **Pending:** This feature facilitates the applicant to filter out the leave details which are pending in status.

Note:
Under Pending tab Users has the authority to withdraw the leave, if only the leave is not being sanctioned by Reporting.

- **Sanctioned:** This feature facilitates the user to filter out leaves which are already sanctioned.

- **Cancelled:** This feature facilitates the user to filter out the leaves which are cancelled after being sanctioned
- **Approved:** This feature facilitates the applicant to filter out the leaves which are approved.

Fig.eLeaveUser.17

Note:
a. **Applicant can click the Request id Link to see the application.**
b. **Applicant can click the following hyperlinks to cancel or to extend the leave.**
c. **Curtail Leave means "If an applicant withdraws leave before the expiry of the leave completion date is called as Curtail leave i.e. user avails leave for 3 days and returns to office after 2 days wherein 1 day leave which is not used can be curtailed".**

- User can see the Leave and select the **Request id** to view like **Extend/Cancel/Curtail/Joining** as shown in **Fig.eLeaveUser.17**:

Fig.eLeaveUser.18

➢ **Alert Setting**

• Under this section applicant gets alters regarding sactioning or approval of his/her leaves via SMS,Email and Personalised alerts.

• Applicant clicks the **Alert setting(** ▸ Alert Settings **)** module the page appears is shown in **Fig.eLeaveUser.18**:
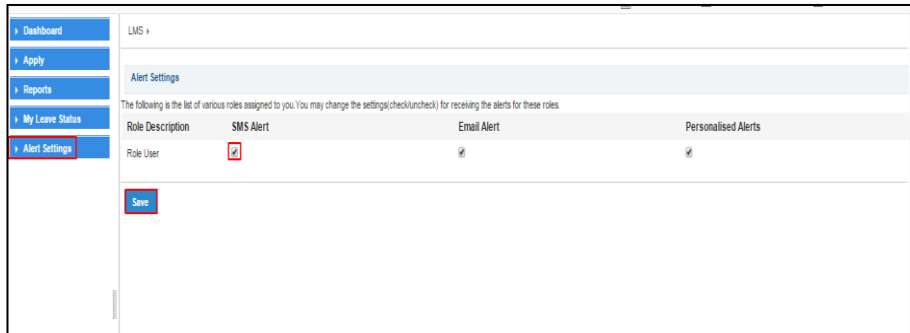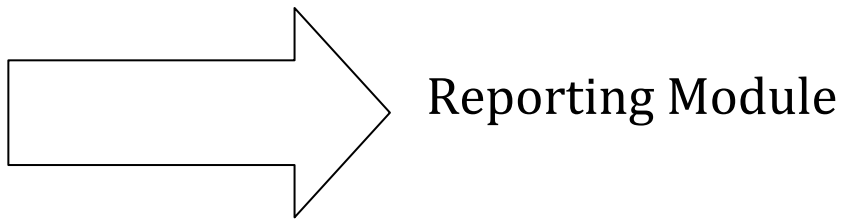

Fig.eLeaveUser.19

Note:
Select the check box through which the user wants to get alert then click the save button, a message prompts record saved successfully.

Reporting Module

4.2 Reporting

Reporting account comprises of four different sections:

- **Dashboard**
- **Apply**
- **Pending Leave Request**
- **Reports**
- **My Leave Status**
- **Alert Settings**

Let's have a quick overview of the different sections one by one.

➢ **Dashboard**

- When an User logs into the application with Reporting Officer role and the page appears with the dashboard as shown in **Fig.eLeaveRequest.1**:

Fig.eLeaveReporting.1

- Reporting Officer can click the Request Id and **Recommend**(![Recommend]) the subordinates leave, as shown in **Fig.eLeaveRequest.2**:

Fig.eLeaveReporting.2

Note:
User can either Recommend or Not Recommend the leave of the subordinate.

➢ **Apply**

Apply Leave refers to the same process, where the applicant applies for leave.

> **Note:**
> **Refer Applicant section-> Apply for the applying the leave.**

- ➢ **Pending Leave Request**
  It refers to a process where the Reporting officer can check the Status of Pending Leaves applied by subordinates.

- Reporting officer can click the **Request id** and **Recommend(** Recommend **)** or Not Recommend the leave of the subordinate pending as shown in **Fig.eLeaveRequest.3** and a pop window appears with the leave details as shown in **Fig.eLeaveRequest.4**:

Fig.eLeaveReporting.3

Fig.eLeaveReporting.4

- A message prompts "**The selected leave has been recommended successfully**" after clicking Ok(OK) as shown in **Fig.eLeaveRequest.5**:

Fig.eLeaveReporting.5

- ➢ **Reports**
  It refers to the Reports where Reporting Officer requires viewing the following:

- View Leave History
- View Subordinate History
- View Leave Approved
- Seven Days Reports of Employees
- View Action Taken by Subordinate

Note:
View Leave History and View Subordinate History is similar to the Applicants or User's.

To view the reports, the Reporting has to perform the following steps:

- Click the **View Approved Leaves** (View Leaves Approved) link, and enter the details required and click Submit button as shown in **Fig. eLeaveReporting.6**:
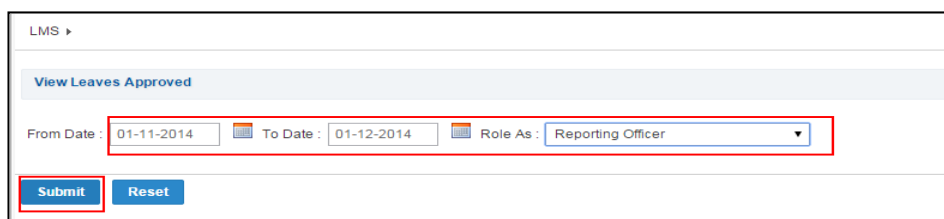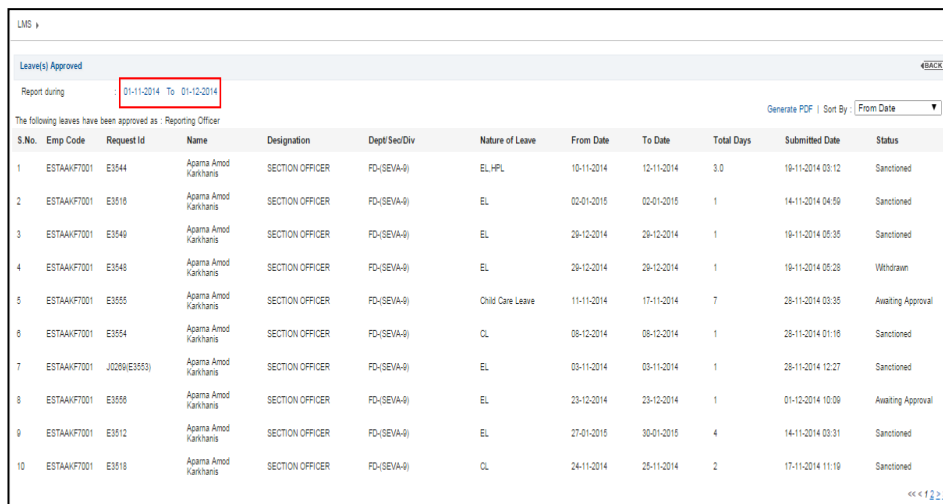

Fig.eLeaveReporting.6

As a result, the **approved leaves report** appears, as shown in **Fig. eLeaveReporting.7**:

Fig.eLeaveReporting.7

To view the Seven Days Report of Employee, the Reporting Officer has to perform following steps:

- Click the **Seven Days report of employee** and provide the date as shown in **Fig.eLeaveReporting.8** and click **Submit**(Submit) button as shown in **Fig.eLeaveReporting.9**:

Fig.eLeaveReporting.8

Fig.eLeaveReporting.9

To view the report of Action taken by Subordinate, Reporting Officer has to perform the following steps:

- Click Action taken by Subordinate link and provide the details and **Submit**( ) as shown in **Fig.eLeaveReporting.10 and 11**:

Fig.eLeaveReporting.10

Fig.eLeaveReporting.11

- A detailed report is generated with respect to the dates provided as shown in **Fig.eLeaveReporitng.12**:

Fig.eLeaveReporting.12

Note:

Reporting can also reject the leave applied by the applicant by clicking on Reject (Reject) button, as a result the status gets updated in applicant's account and rejection mail will be sent to the applicant automatically. A reason is mandatory for rejection of the leave.

Reporting can also use Cancel (Cancel) button incase if the reporting wants to take the decision at a later stage.
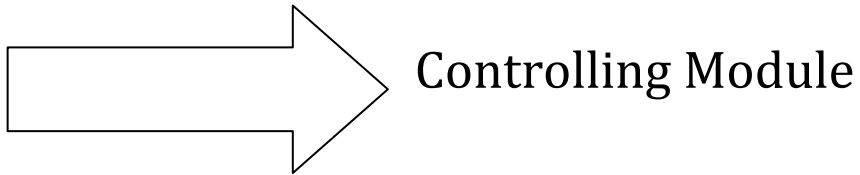
4.2.5 My Leave Status

Note:
Reporting Officer 'My Leave Status' is similar to the steps of the Applicants.

4.2.6 Alert Settings

Note:
Reporting Officer 'Alert Settings' is similar to the steps of the Applicants.

Controlling Module

4.3 Controlling

Controlling account comprises of six different sections:

- **Dashboard**
- **Apply**
- **Pending Leave Request**
- **Reports**
- **My Leave Status**
- **Alert Settings**

Let's have a quick overview of the different sections one by one.

➢ **Dashboard**

- Controlling Officer's dashboard displays the Leave request who can view the Reporting Officer's recommended leaves as shown in **Fig.eLeaveControlling.1**:

Fig.eLeaveControlling.1

➢ **Apply**

Note:
Controlling Officer 'Apply' is similar to the steps of the Applicants.

➢ **Pending Leave Request**

Note:
Controlling Officer 'Pending Leave request' is similar to the steps of the Applicants.

➢ **Reports**

Note:
Controlling Officer 'Reports' is similar to the steps of the Applicants.
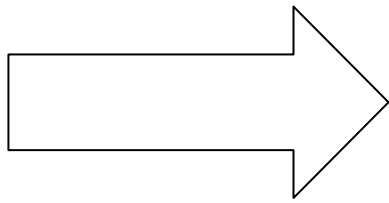
➢ **My Leave Request**

> **Note:**
> **Controlling Officer 'My Leave Request' is similar to the steps of the Applicants.**

➢ **Alert Settings**

> **Note:**
> **Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.**

Approving Module

4.4 Approving

Approving Officer Account comprises of six different sections:

- **Dashboard**
- **Apply**
- **Pending Leave Request**
- **Reports**
- **My Leave Status**
- **Alert Settings**

Let's have a quick overview of the different sections one by one.

➢ **Dashboard**

- Approving Officer can click the **Request Id** and **Recommend** the leave of the subordinate as shown in **Fig.eLeaveApproving.1**:

Fig.eLeaveApproving.20

➢ **Apply**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➢ **Pending Leave Request**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➢ **Reports**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➢ **My Leave Status**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➢ **Alert Settings**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

eOffice Project Division
National Informatics Centre

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India