**Danial Dadmohammadi**

**[D365 finance and operations]  ARADA**

**Technical design document**

**for**

**IT-332 |** **Auto applying of leave for unregularized days**

**Revision and Signoff Sheet**

**Change Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Change reference |
| 7/11/2023 | Danial Dadmohammadi | 1.0.0 | Task 332: Auto applying of leave for unregularized days |

**Reviewers**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Version reviewed | Position | Date |
| Nagendra Chitturi | 1.0.0 | Solution Architect |  |

**Approvers**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Version reviewed | Position | Date |
| Awad | 1.0.0 | Senior Manager – Enterprise solutions |  |

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1. Overview

## Objective

## Auto applying of leave for regularized days

## References

|  |  |  |  |
| --- | --- | --- | --- |
| ZOHO ID | Manage Engine ID | Description | Owner |
| HRT-T378 | -- | Auto applying of leave for regularized days | Danial, Nagendra |

## Purpose and Overview

## The Annual leave applied in regularized attendance cases should be defined differently. AAL (Auto Annual Leave) or RL (Regularization leave)

## These leave should be deducted from the employee Annual leave balance

## If the employee has applied leave on the system and not approved by the line manager, It should even cancel the leave even if its applied between 2 payroll period, such leave need to be canceled and auto leave to be applied based on the leave availability.

## If the employee does not have available balance of AL then the system should apply unpaid leave.

## The employee will have 1 month time allowed to claim these leaves back. After the time period no changes/ reversal will be allowed.

## The reversal of such leave applied will be through the system process with 2 levels of approval. 1st Level- Line manager 2nd Level – HR

## The system to send out auto generated email notification for employee for whom the system has applied Annual leave

## Requirement Overview

## Auto applying of leave for regularized days

## Solution Overview

* Add some changes on the leave transaction API and related entities based on the HRM parameters.

Following are the objects that are involved in the development process.

Soloution name: ARLeaveTransactionsAddField

Project name: ARLeaveApprovalTypeISLDEV

**Form Extensions:**

|  |  |
| --- | --- |
| **Object name** | **Purpose** |
| **HRMParameters.ISLDEV** | Adding the regularization period and approval type |

**Project name: ARLeaveTransactionsAddField**

**Classes:**

|  |  |
| --- | --- |
| **Object name** | **Purpose** |
| ARInitvalueISPVacationsAbsence\_Extension | Override the initvalue method of the ISPVacationsAbsencesESS form |
| INPCreateLeaveRequest | Request class for the API |
| ISPLeaveResWFTypeSubmitManager\_ARInspirePayExtension\_Extension | Extension of the ISPLeaveResWFTypeSubmitManager class |

**Form Extensions:**

|  |  |
| --- | --- |
| **Object name** | **Purpose** |
| ISPLeaveResumeESS.ARInspirePayExtension | Adding a new combo for leave approval type |
| ISPVacationsAbsencesESS.ARInspirePayExtension | Adding a new combo for leave approval type |

**Service:**

|  |  |
| --- | --- |
| **Object name** | **Purpose** |
| INPLeaveService | Service class for the API |

**Entity:**

|  |  |
| --- | --- |
| **Object name** | **Purpose** |
| ISPVacationsAbsencesEntity.ARInspirePayExtension | Adding the leave approval type |

**Tables:**

|  |  |
| --- | --- |
| **Object name** | **Purpose** |
| HRMParameters.ARInspirePayExtension | Adding the leave approval type |
| ISPVacationsAbsences.ARInspirePayExtension | Adding the leave approval type |
| ISPVacationsAbsencesStaging.ARInspirePayExtension | Adding the leave approval type |

**Enums:**

|  |  |
| --- | --- |
| **Object name** | **Purpose** |
| ARLeaveAppType | Leave approval type enum |

### Security design

## Security Roles

|  |  |  |
| --- | --- | --- |
| **Name** | **Duties** | **Addl Remarks** |
| -- | -- | -- |

## Duties

|  |  |  |
| --- | --- | --- |
| **Name** | **Privileges** | **Addl Remarks** |
| -- | -- | -- |

## Privileges

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Entry Points** | **DATA entity permission** | **Access Level** | **Addl Remarks** |
| -- | -- | -- | -- | -- |

## Process Cycles

|  |  |  |
| --- | --- | --- |
| **Name** | **Duties** | **Addl Remarks** |
| -- | -- | -- |