Ncpliso

Employees info

Leave management

Performance evaluation

Training planning and reports

HR forms

Ncpliso

- Port Info
- **Human Resources**
- Occupational H & S
- Operations
- Event Management
- 2FA Security
- IT

- Logout

Leave management

Admin panel　　　　**Employees portal**

Super admin / assigned authorities can view admin panel

If login as employee then no need to show this page ,
go to employees port directly

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Leave management   Admin panel

Dashboard   Leave policy

Awaiting for approval   04   View

Monthly leave report

From 📅   To 📅   Get report

Select employee [▼]   Submit

Show the report section , after submit

Leave reports   From 📅   To 📅   Get report

Monthly rest hours   From 📅   To 📅   Get report

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Designation ▼

Sick leaves per month ▼

Casual Leaves per month ▼

Submit

IT staff	05	sick leaves per month
Superintendent	08	casual leaves per month

Special permissions

Select employee ▼

Assigned leaves per month ▼

Submit

Upload company leave policies

Submit

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Name	Department	Designation	View leave request	Remarks	Action	
Alex	IT	Staff	View		Approved ▼	Submit
Teena	IT	Assistant	View		▼	Submit
Paul	Technical	Assistant	View		▼	Submit

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Logout

Monthly leave report

Name	Department	Leave start	Leave end	Type of leave	Approved by
Alex	IT	02-Feb-2023	04-Feb-2023	Sick leave	John
Teena	Technical	07-Feb-2023	09-Feb-2023	Casual Leave	John
Paul	Technical	18-Feb-2023	19-Feb-2023	Leave Without Pay	John

Print report

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Leave management   Admin panel   Leave report

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Monthly leave – Alex

Date start	Date end	Type of leave	Remarks	Approved by
13-Feb-2023	13 –Feb -2023	Half day		John
18 –Feb-2023	22-Feb-2023	Sick leave		John
27-Feb-2023	28-Feb-2023	Sick leave		John

Print report

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Welcome, Alex

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Total leaves: 02

Balance leaves: 08

Sauts of request :   Approved   View

View leave policies

Leave history

Apply leave

Rest hours

Logout

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Leave date :   From   📅   To   📅

Number of days : (automatically appear)

Leave type : ▼

Reason for applying leave :

Submit

Logout