

2FA Security

Event Management

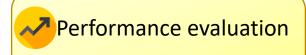
(§) IT



Employees info



Leave management



Training planning and reports



HR forms



Logout

Port Info



Human Resources



Occupational H & S



Operations



Event Management

2FA Security

IT

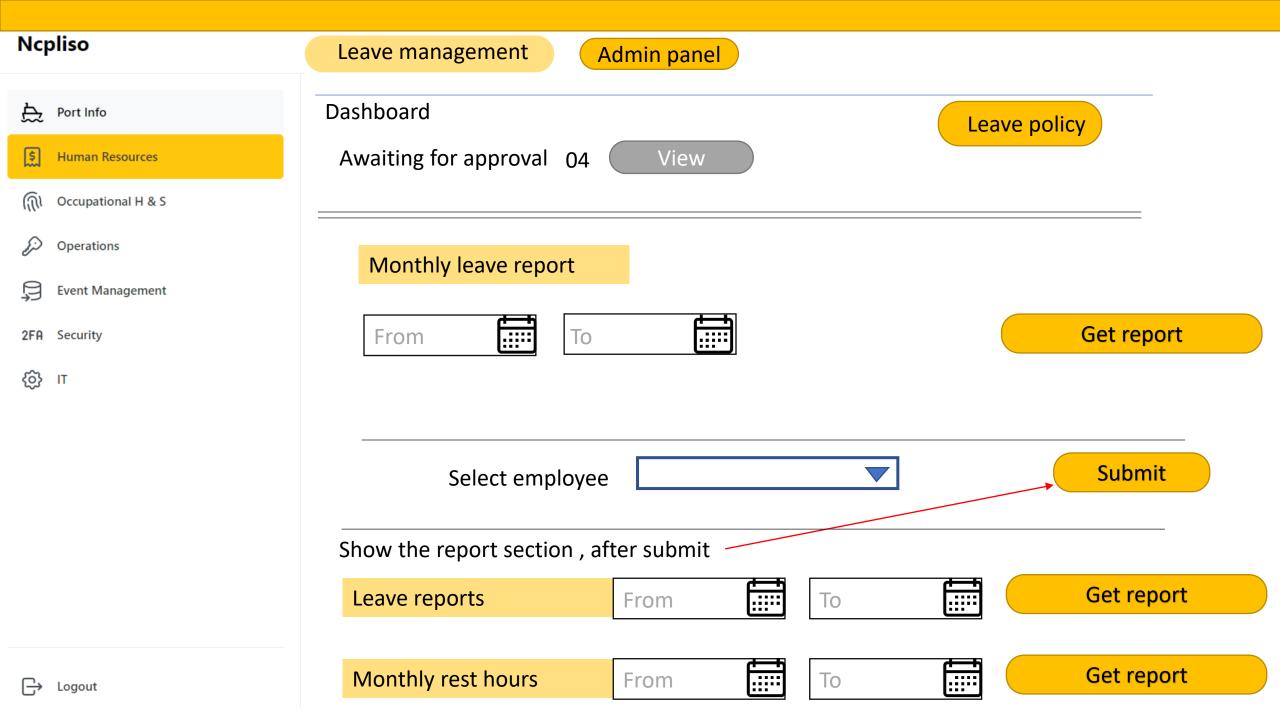
Leave management

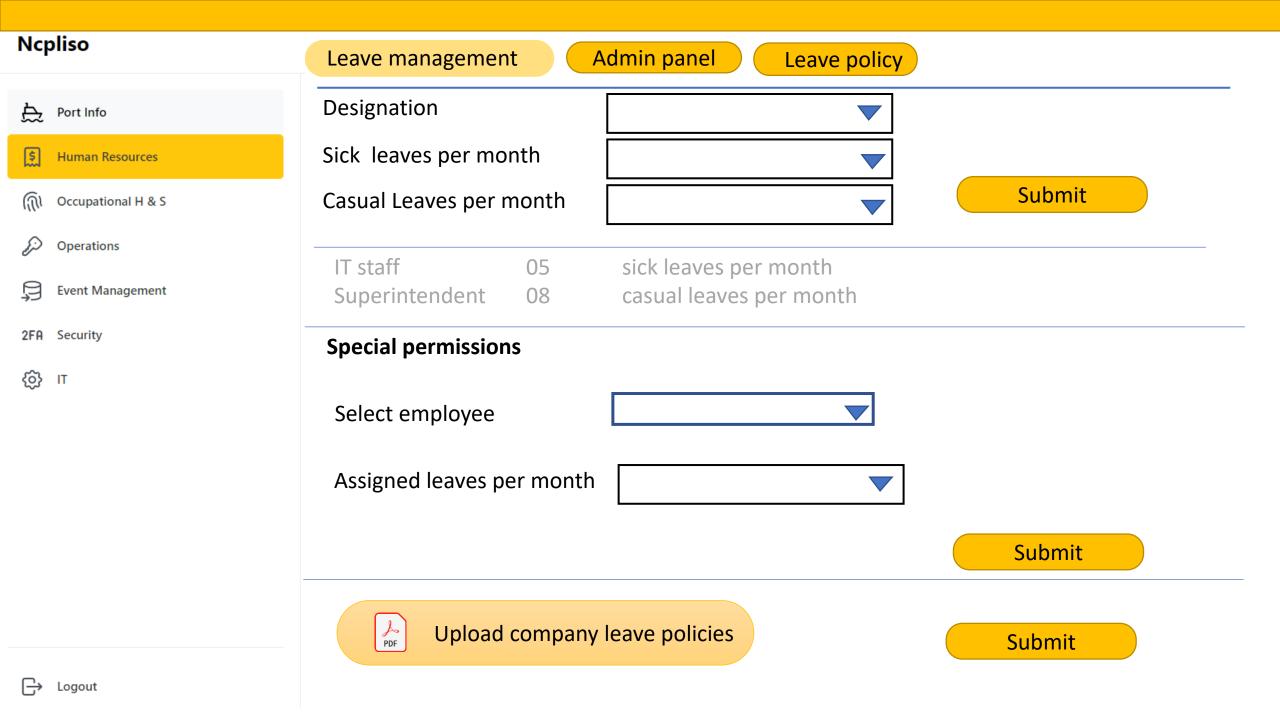
Admin panel

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





Port Info

\$ Human Resources

(n) Occupational H & S

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Leave management

Admin panel

View notifications

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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Admin panel Leave report

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

Port Info



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Admin panel Leave report

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

Port Info



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Employees portal



Welcome, Alex

View leave policies

Leave history

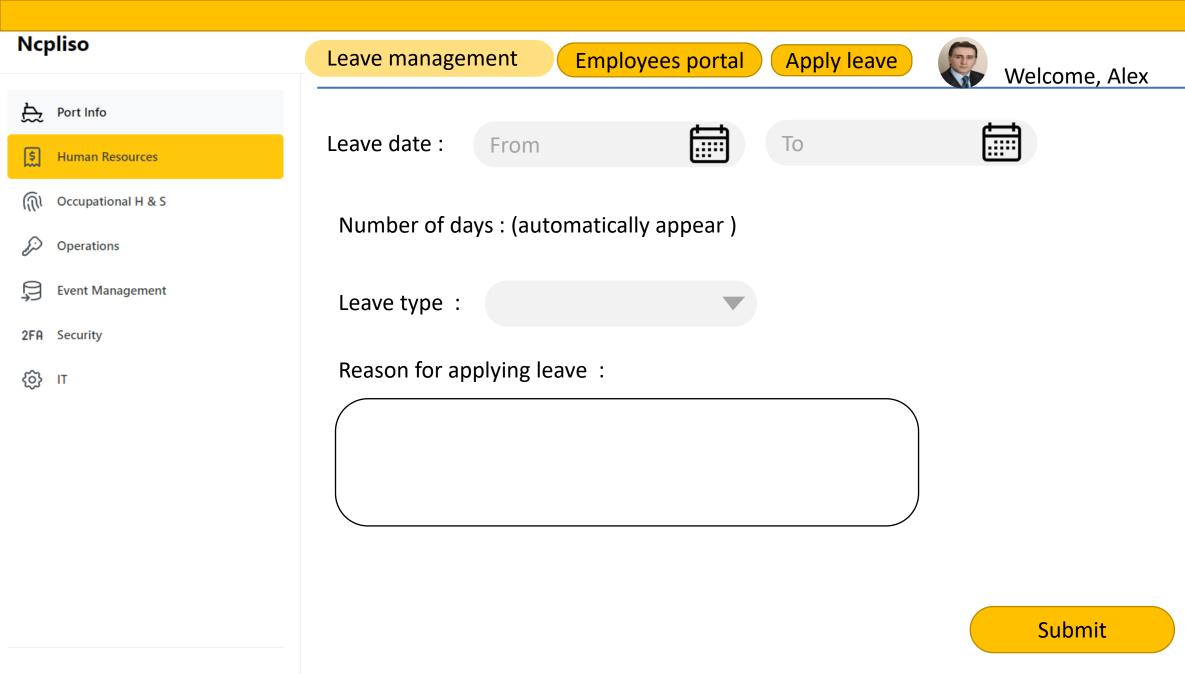
Apply leave

Total leaves: 02

Balance leaves: 08

Sauts of request: Approved View

Rest hours



Logout