# Eagles Team Capstone Project

## *Leave and Absence Management*

### Team Members:

- Khaled Mohammed Ali El-Qabbany
- Haitham Mohammed Mohammed Hashem
- Mohammed Reda Abd El-Salam Mahmoud
- Ebrahim Mohammed Kamel Hassan
- Khaled Faisal Mahmoud Kamel

### Objective:

- Automate time-off requests and approvals

### Scope:

- Configure leave types (annual, sick, unpaid)
- Set accrual policies
- Record leave requests and approvals
- Generate absence balance reports

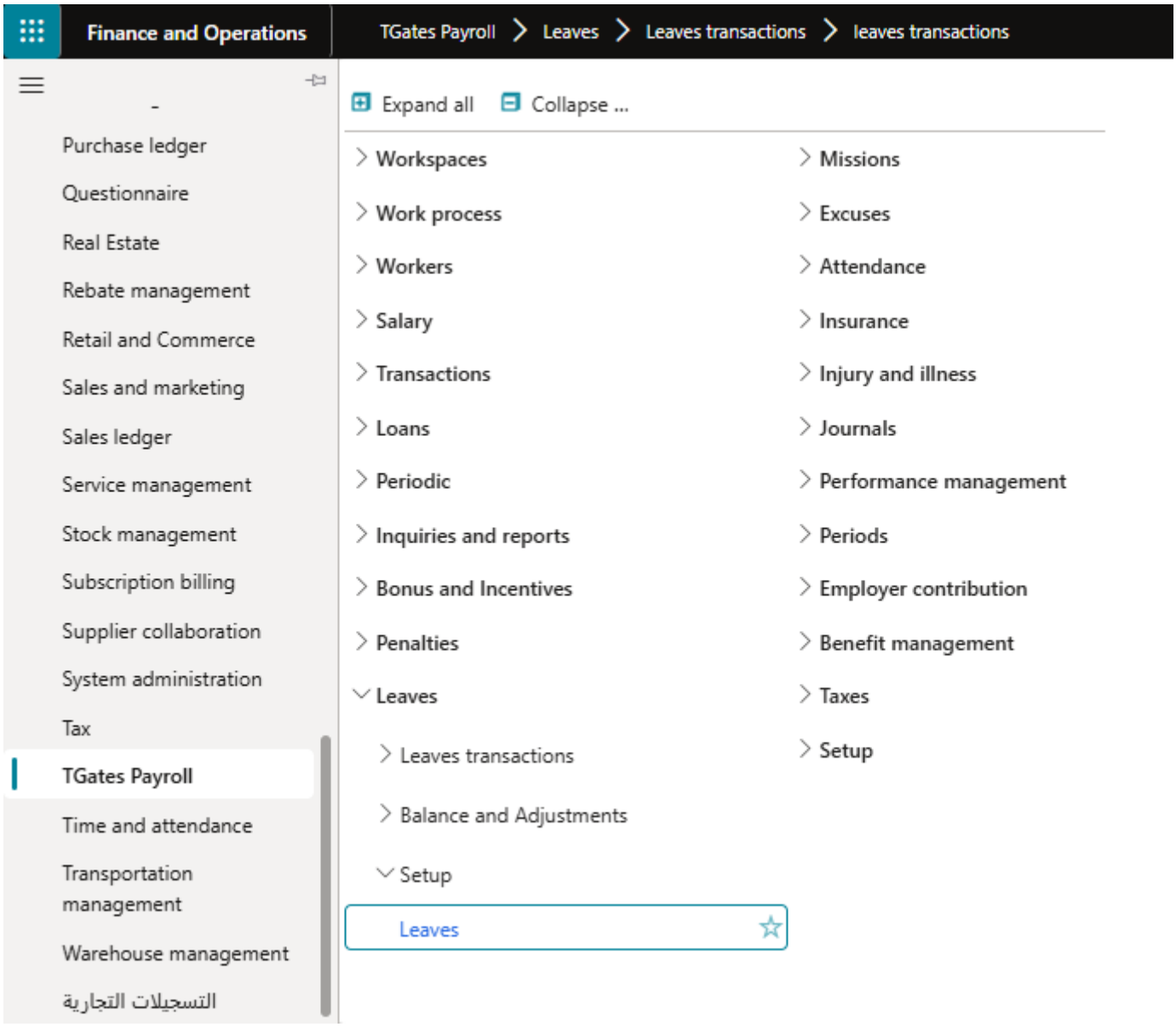
### Instructor:

- Mr. Mohammed Yasser Othman

# أولا : إعداد الأجازات بأنواعها Configure leave types

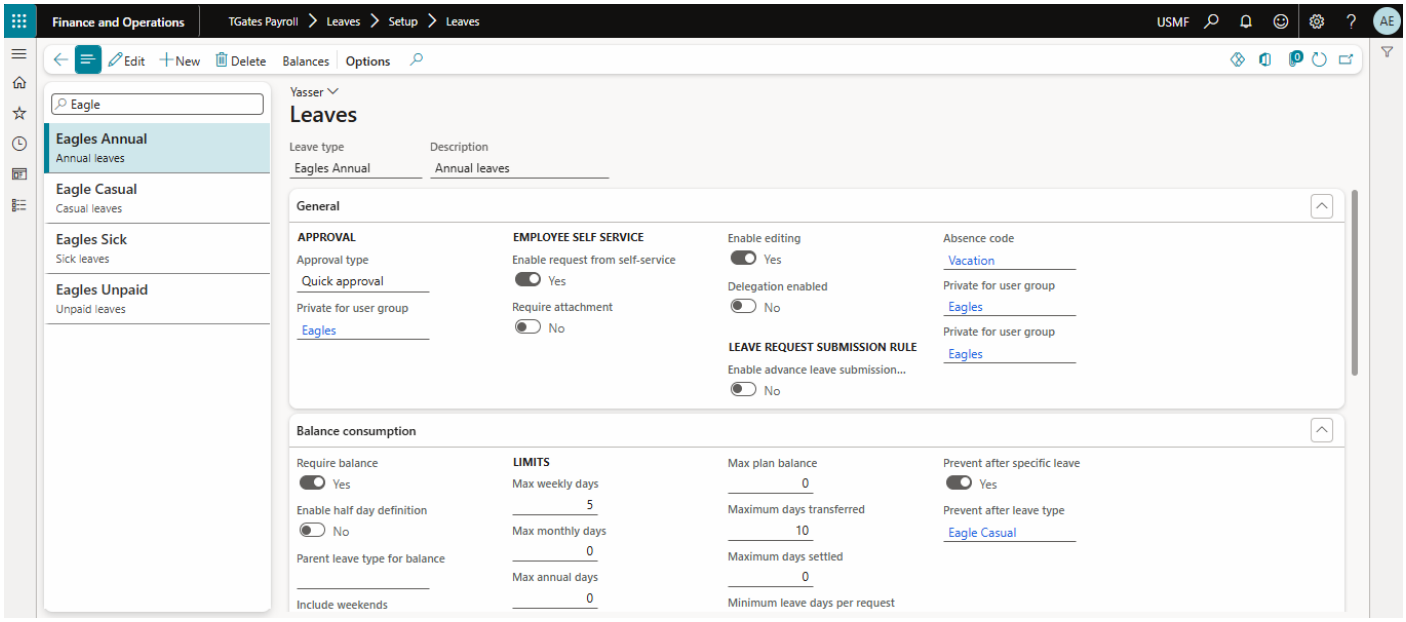
- يتم الدخول على :

**TGates payroll > Leaves> Setup > Leaves**



1- يتم عمل إعدادات الأجازة الإعتيادية :

1

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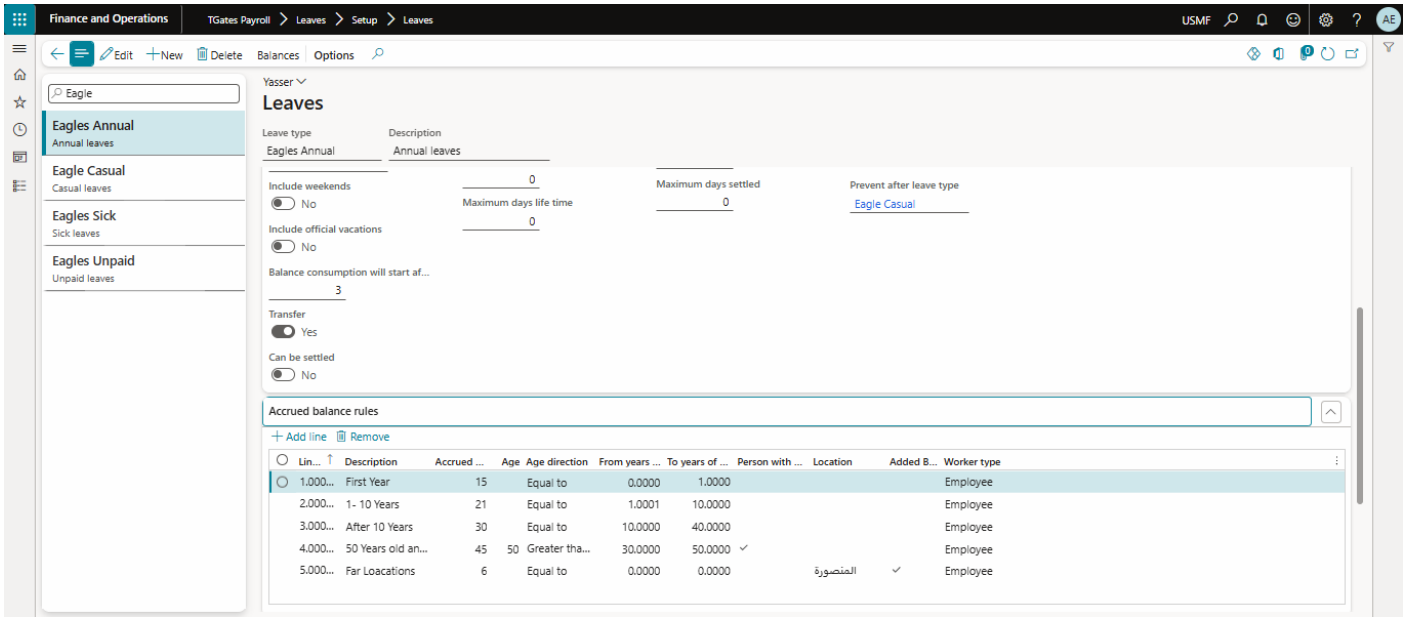
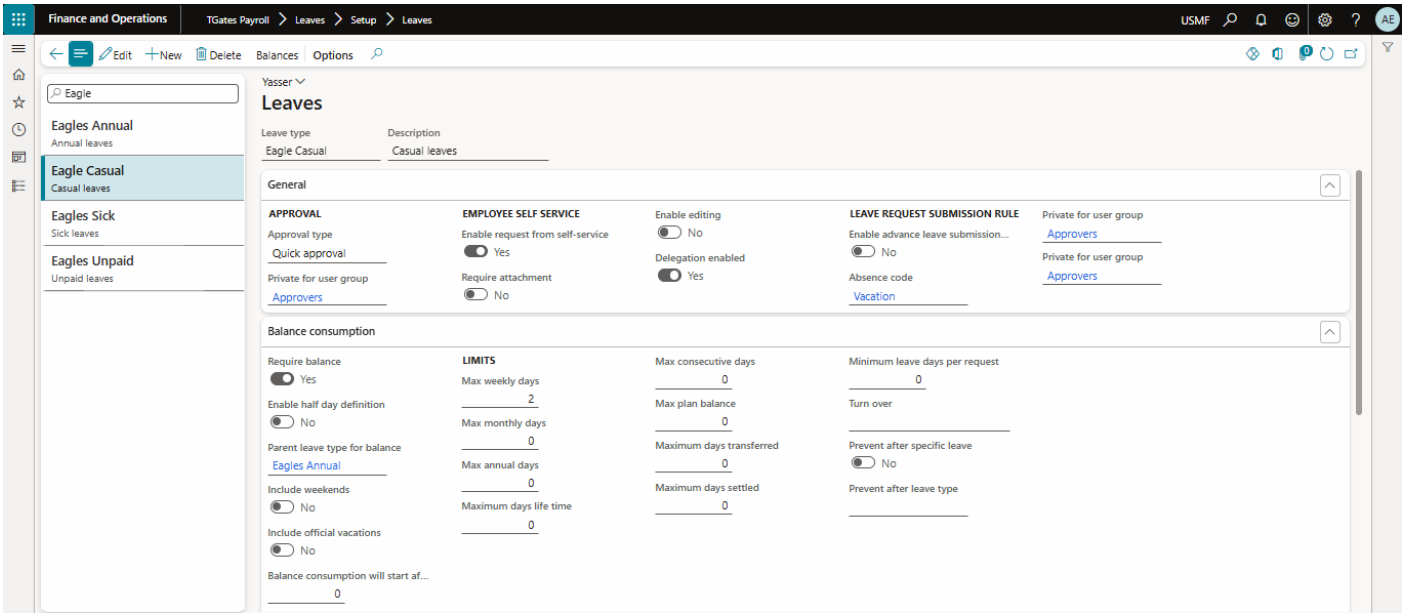
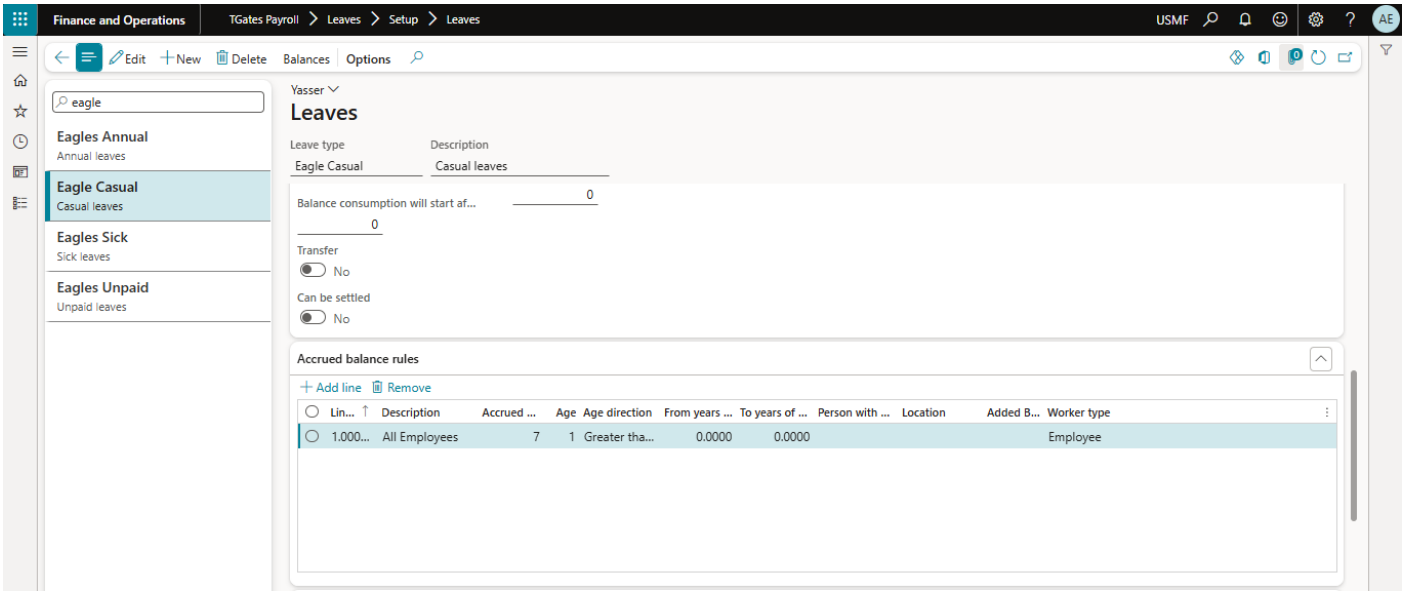


**2- يتم عمل إعدادات الأجازة العارضة :**

**1**

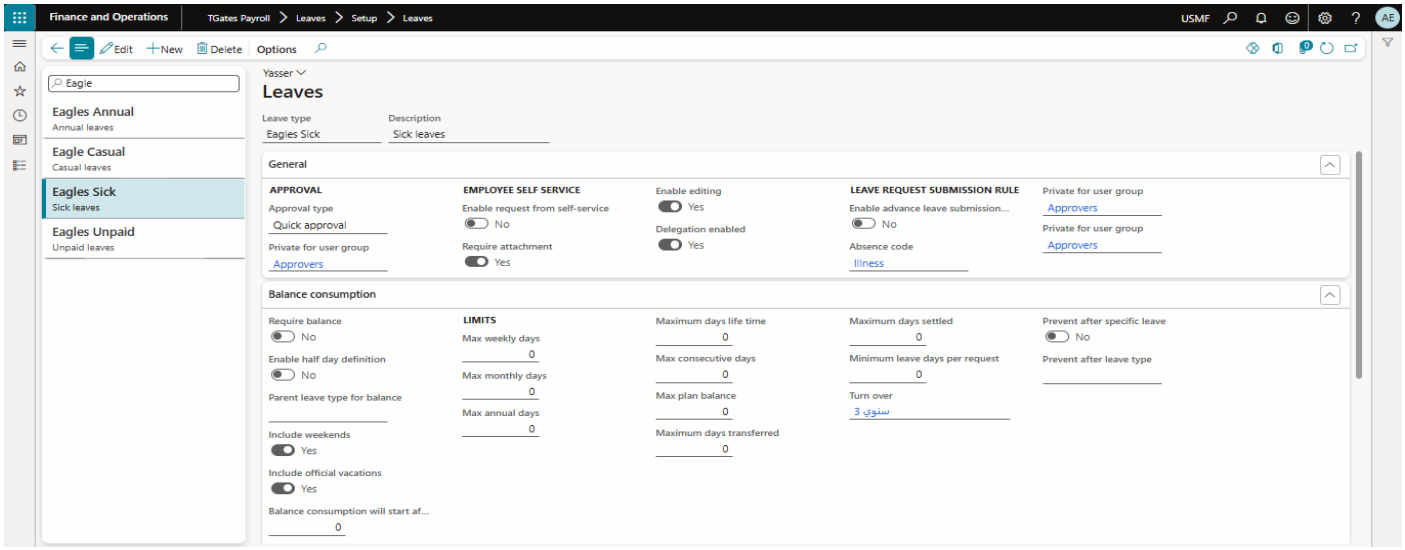



**2**

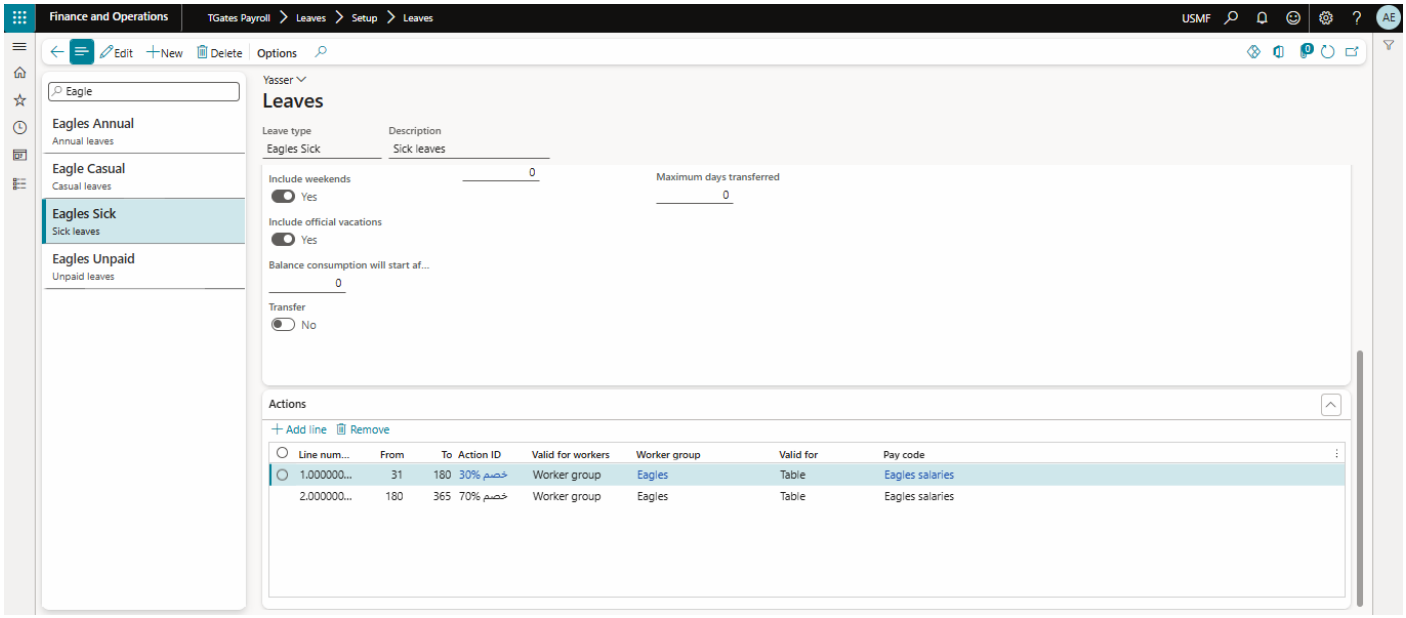


3- يتم عمل إعدادات الأجازة المرضي :

1

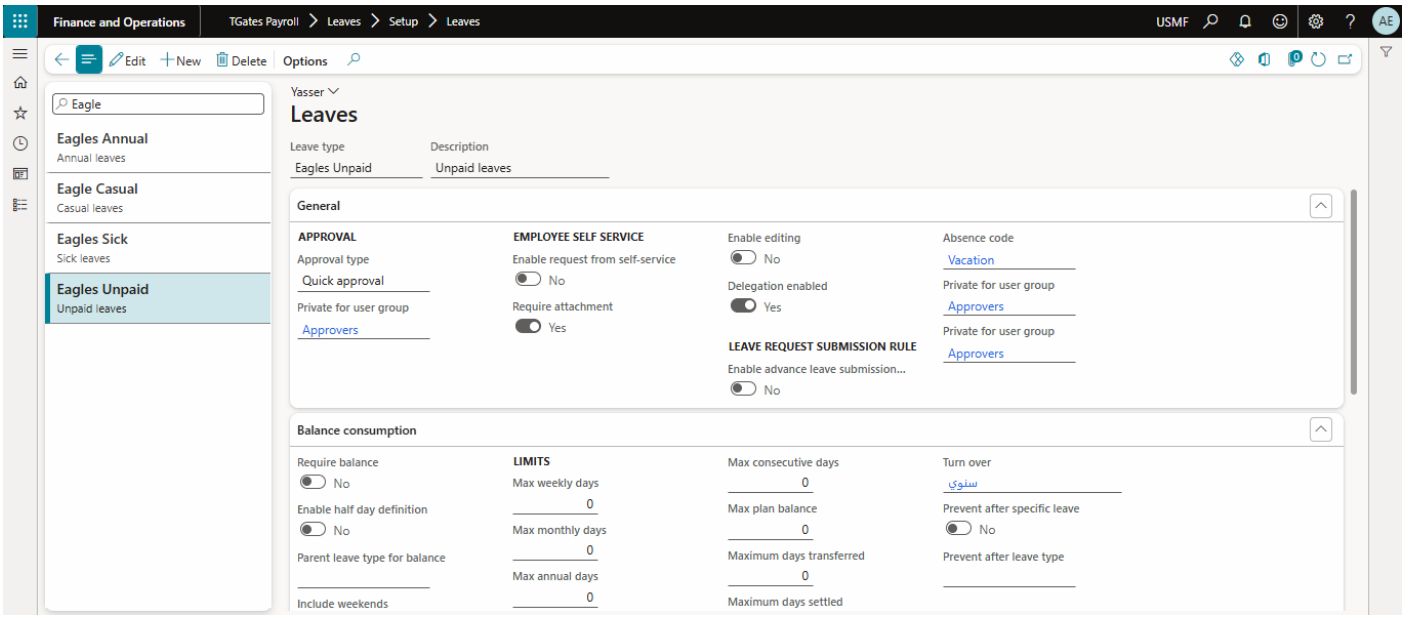



2

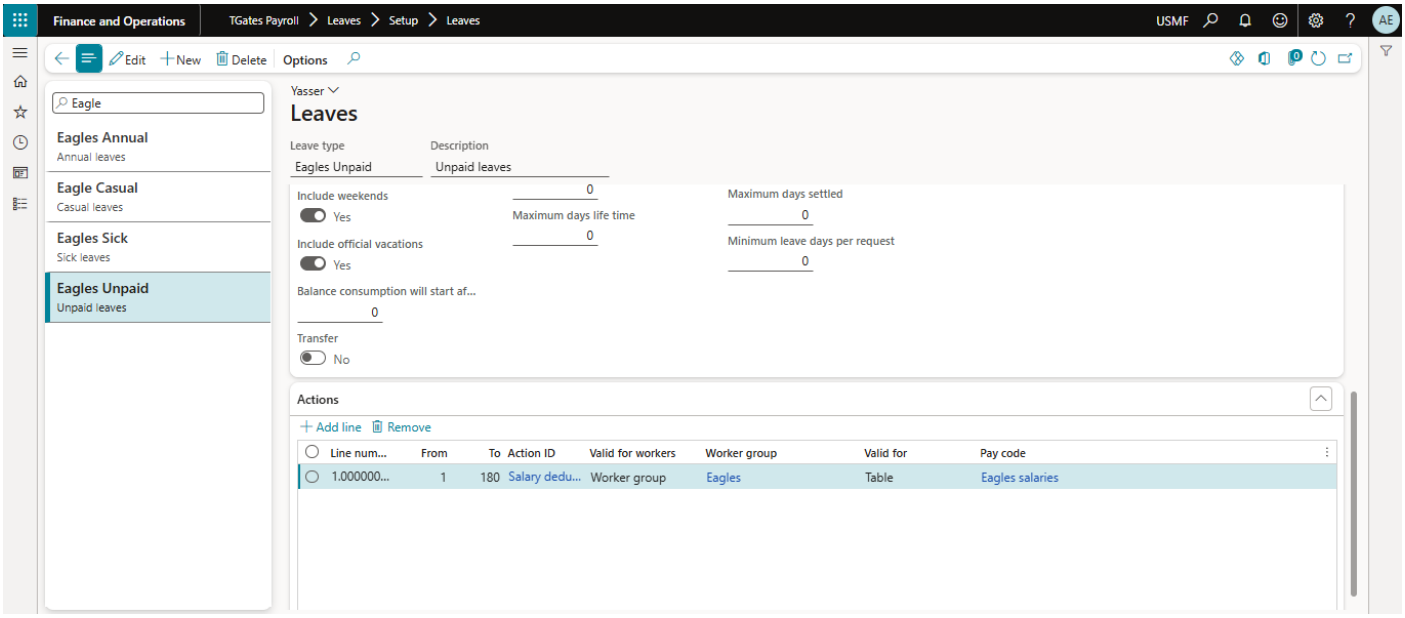


4- يتم عمل إعدادات الأجازة الغير مدفوعة الأجر :

1



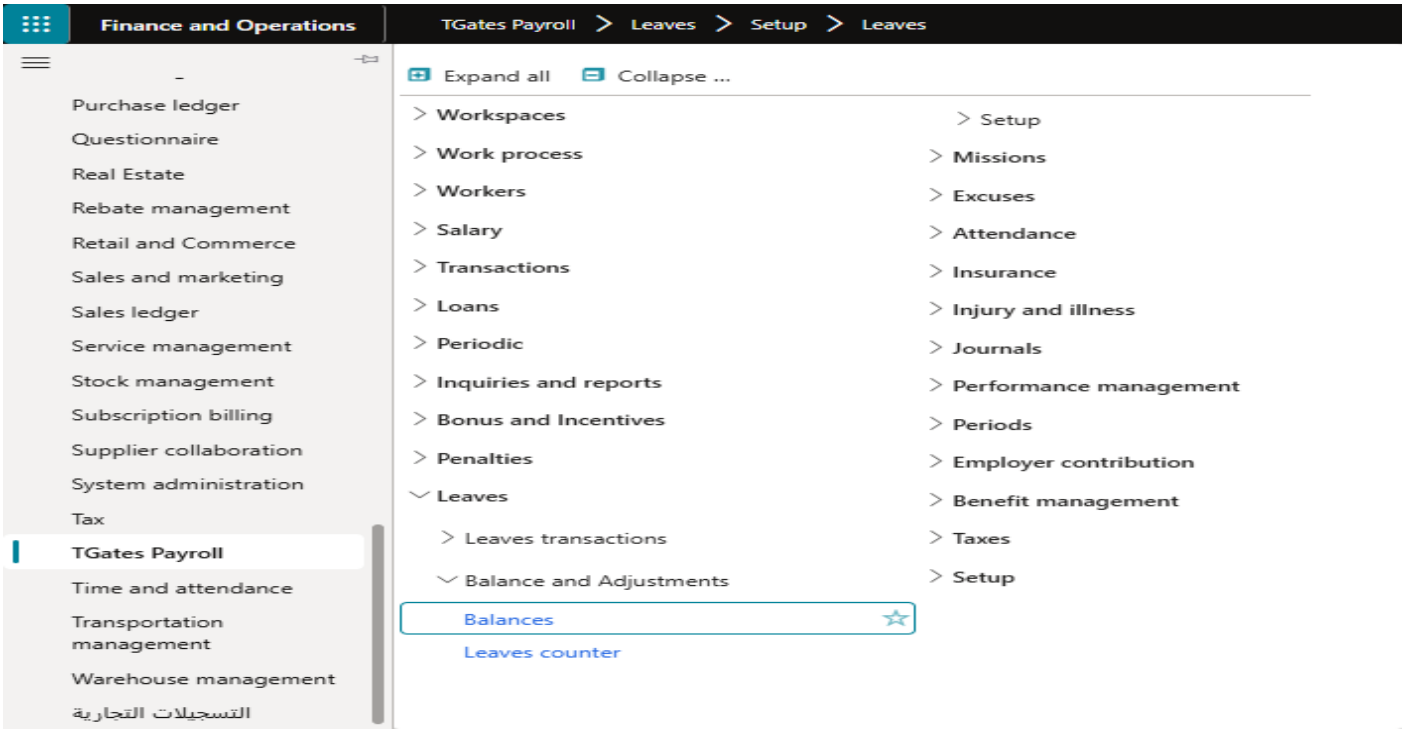

2



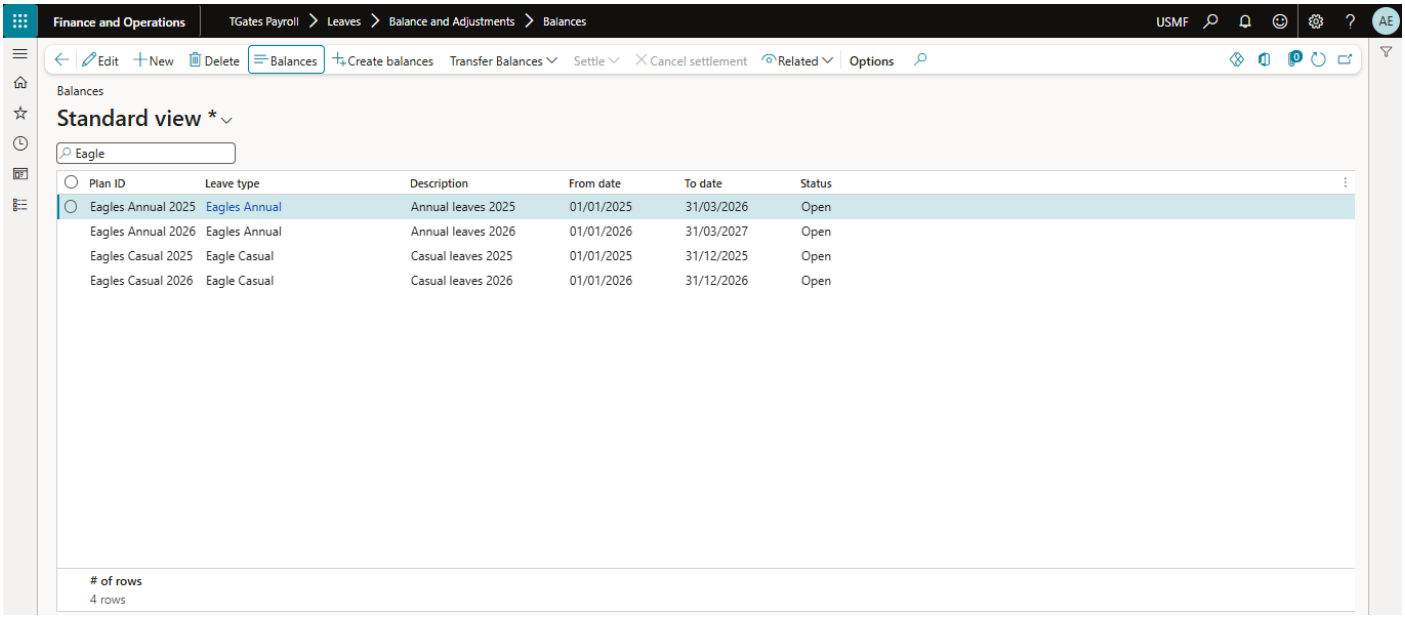
# ثانيا : تسجيل أرصدة الأجازات Create leaves balances

- يتم الدخول على :

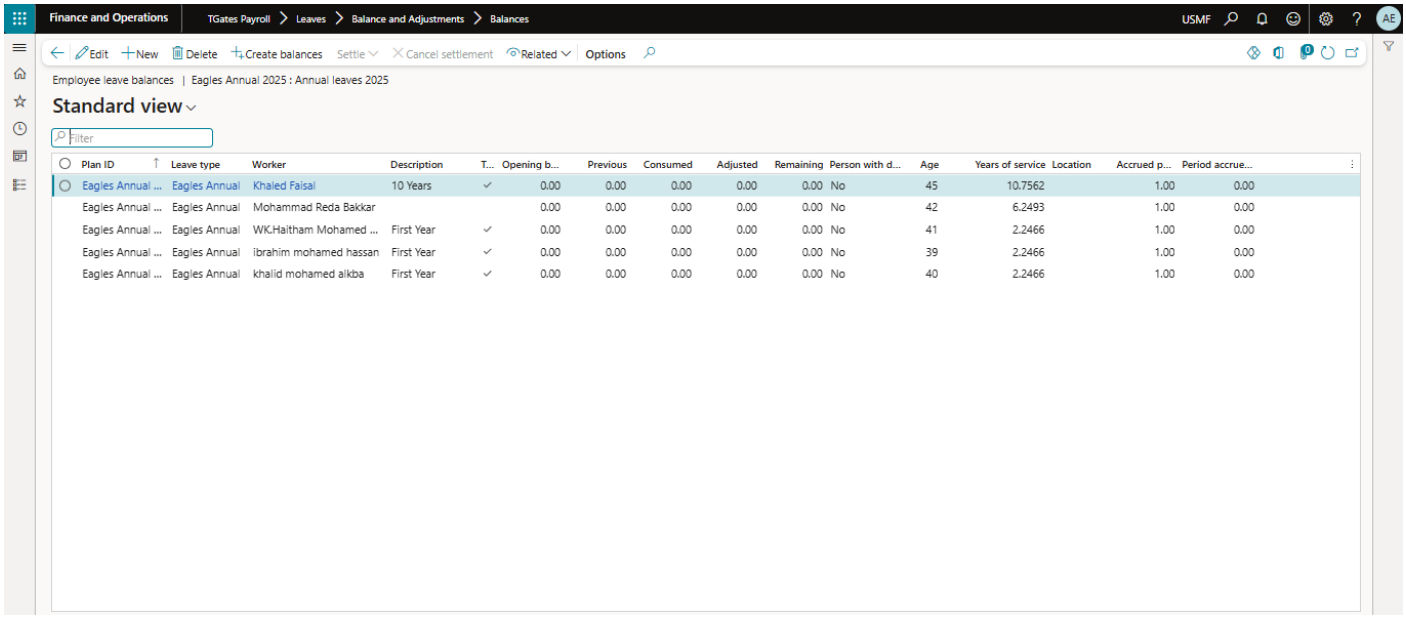
**TGates payroll > Leaves> Balances and adjustments > Balances**




- يتم الضغط على **Balances** :

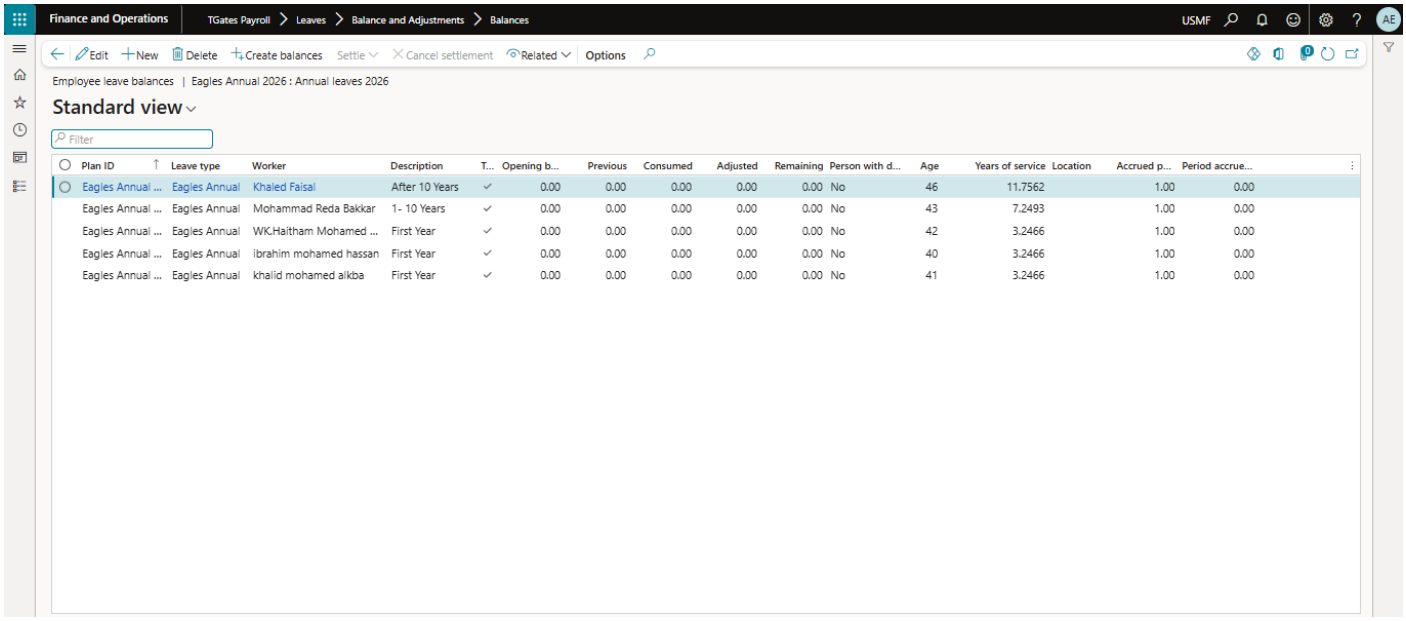


- يتم ظهور تقرير عن الرصيد الإفتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات الإعتيادية عن عام 2025 :



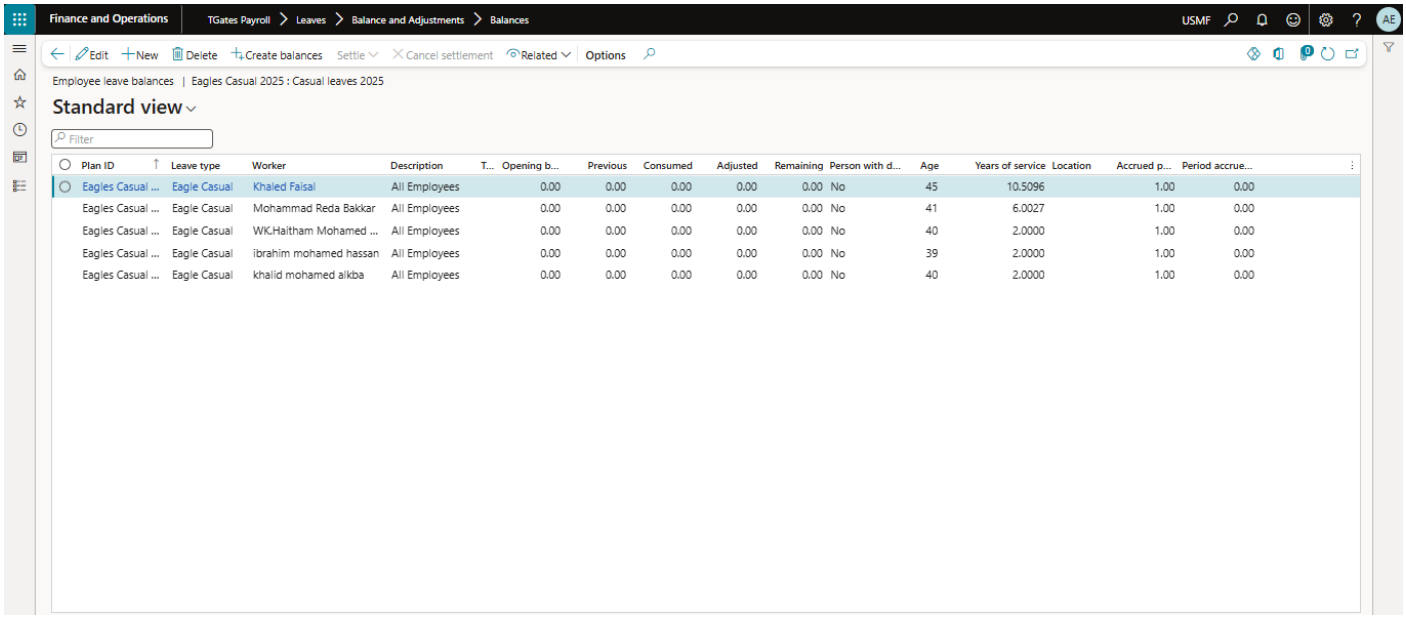

| Plan ID | Leave type | Worker | Description | T... | Opening b... | Previous | Consumed | Adjusted | Remaining | Person with d... | Age | Years of service | Location | Accrued p... | Period accrue... |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Eagles Annual ... | Eagles Annual | Khaled Faisal | 10 Years | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 45 | 10.7562 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | Mohammad Reda Bakkar | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 42 | 6.2493 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | WK.Haitham Mohamed ... | First Year | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 41 | 2.2466 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | ibrahim mohamed hassan | First Year | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 39 | 2.2466 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | khalid mohamed alkba | First Year | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 40 | 2.2466 | | 1.00 | 0.00 |

- يتم ظهور تقرير عن الرصيد الإفتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات الإعتيادية عن عام 2026 :

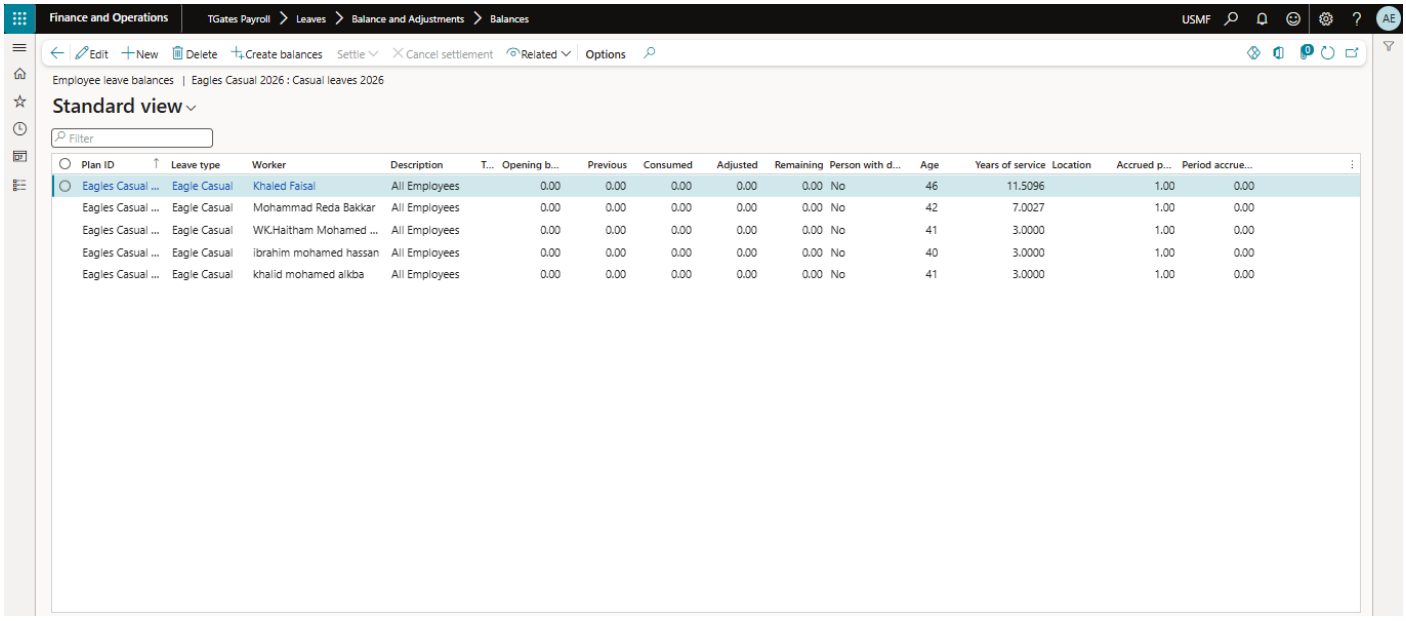



| Plan ID | Leave type | Worker | Description | T... | Opening b... | Previous | Consumed | Adjusted | Remaining | Person with d... | Age | Years of service | Location | Accrued p... | Period accrue... |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Eagles Annual ... | Eagles Annual | Khaled Faisal | After 10 Years | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 46 | 11.7562 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | Mohammad Reda Bakkar | 1- 10 Years | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 43 | 7.2493 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | WK.Haitham Mohamed ... | First Year | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 42 | 3.2466 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | ibrahim mohamed hassan | First Year | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 40 | 3.2466 | | 1.00 | 0.00 |
| Eagles Annual ... | Eagles Annual | khalid mohamed alkba | First Year | ✓ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | 41 | 3.2466 | | 1.00 | 0.00 |

- يتم ظهور تقرير عن الرصيد الإفتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات العارضة عن عام 2025 :



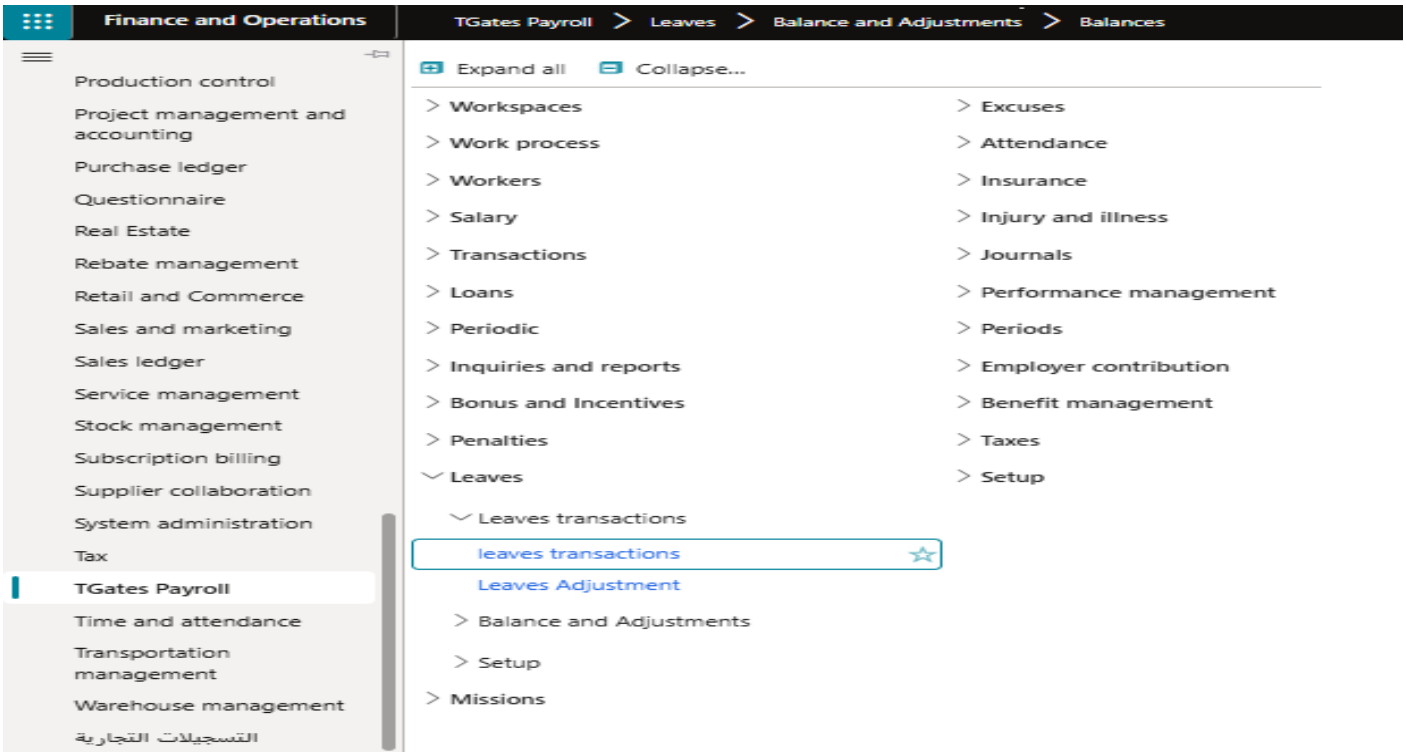

- يتم ظهور تقرير عن الرصيد الإفتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات العارضة عن عام 2026 :



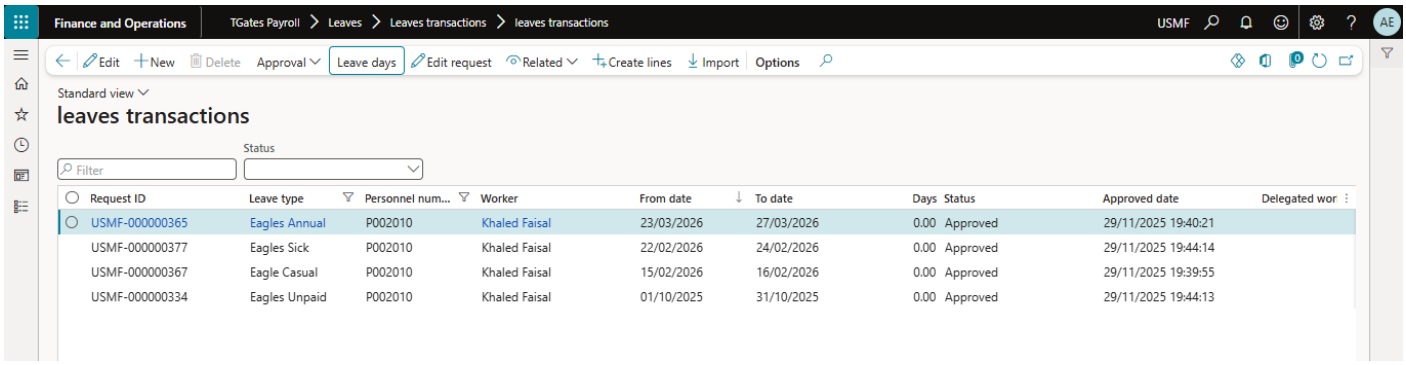
# ثالثا : تسجيل حركات الأجازات Record leave requests and approvals

- يتم الدخول على :

**TGates payroll > Leaves > Leaves transactions > Leaves transactions**

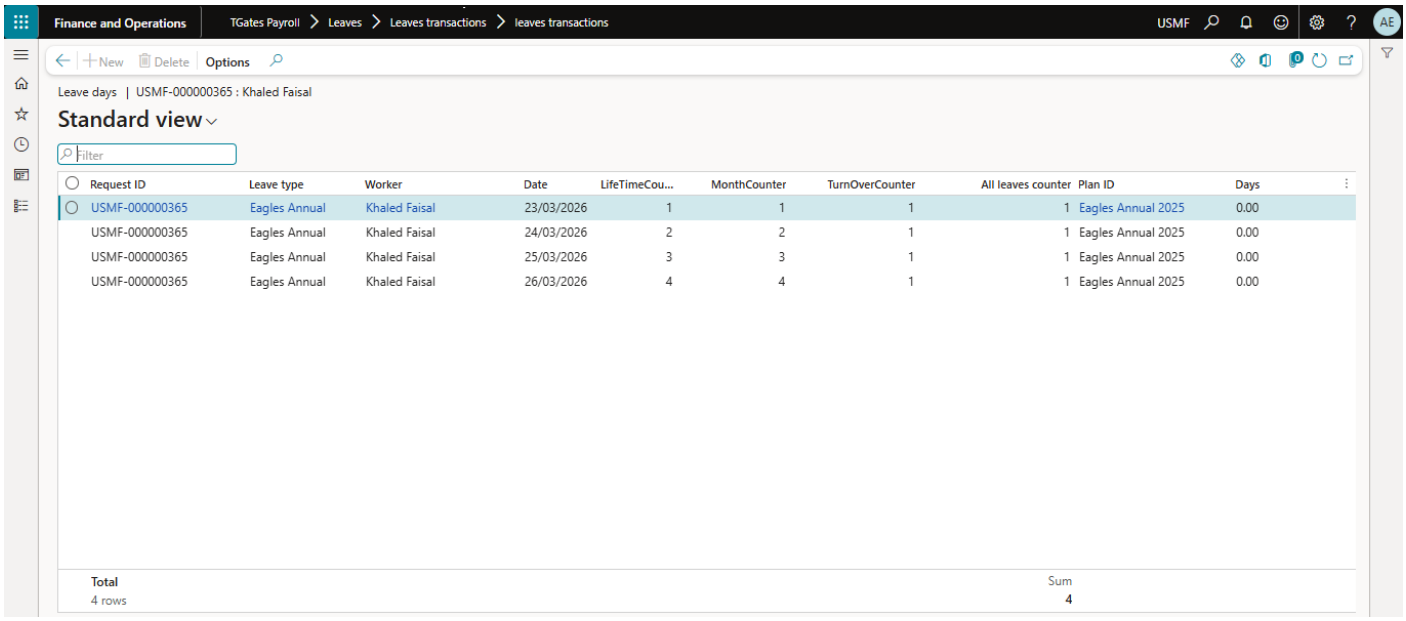



- يتم الضغط على **Leave days** :

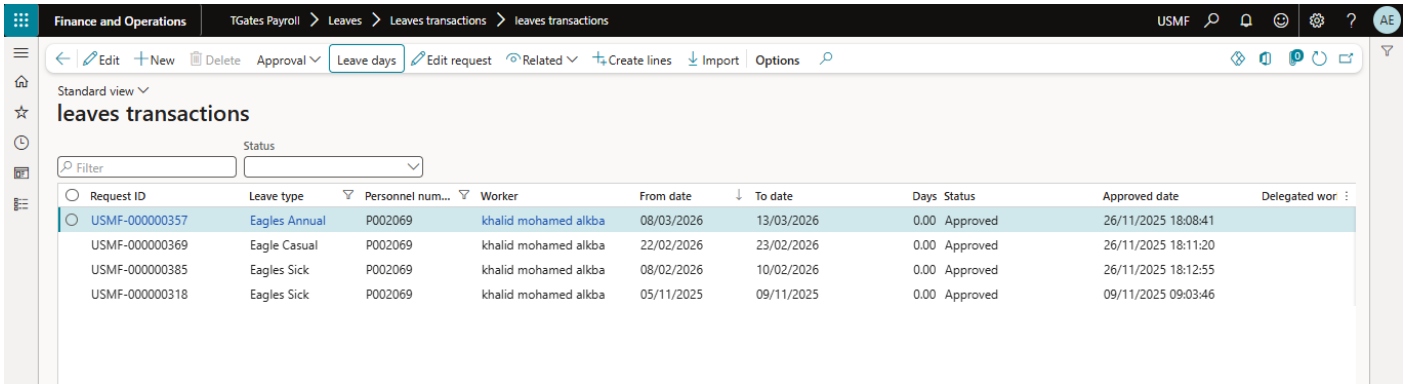


- يتم ظهور تقرير عن أجازات الموظف خلال العام :

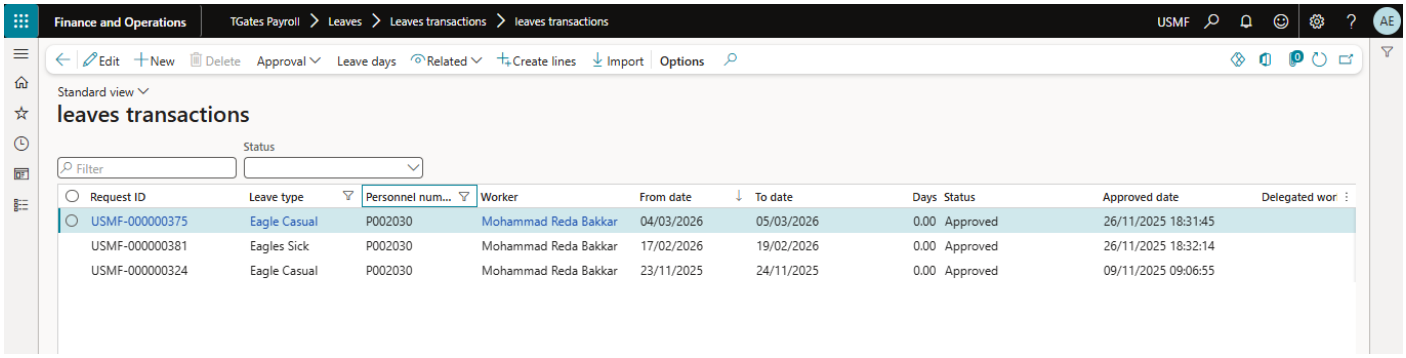
1



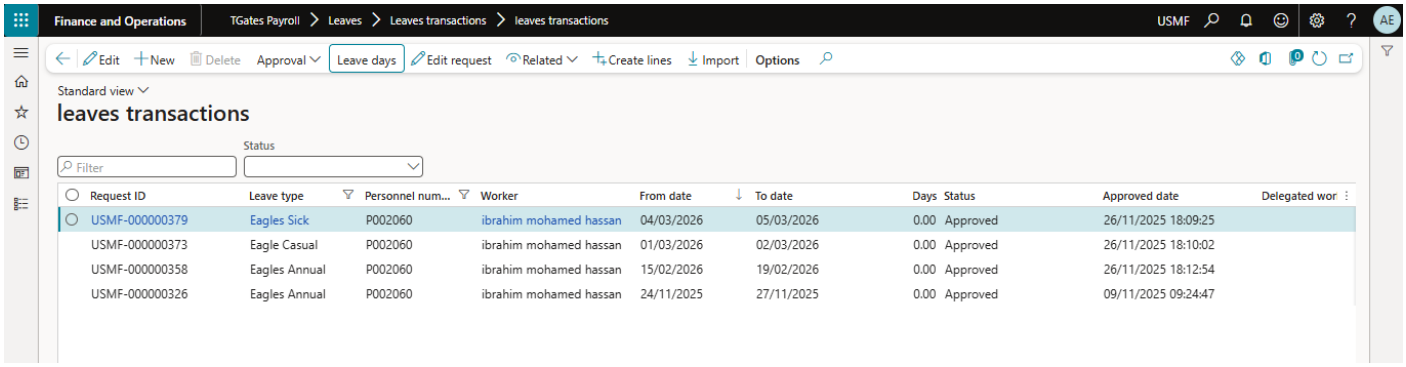

2



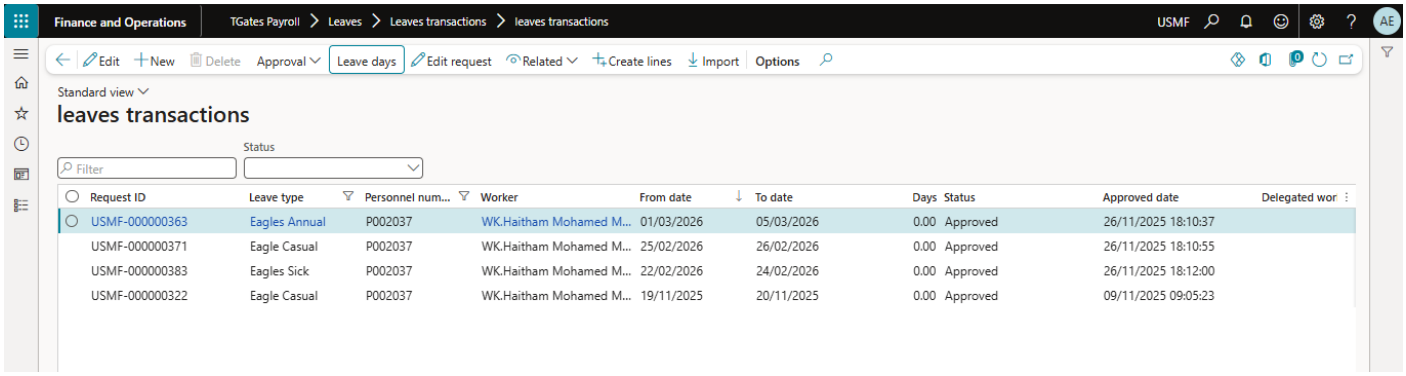
3


Finance and Operations
TGates Payroll > Leaves > Leaves transactions > leaves transactions
USMF
Edit
New
Delete
Approval
Leave days
Related
Create lines
Import
Options
Standard view
leaves transactions
Status
Filter
Request ID
Leave type
Personnel num...
Worker
From date
To date
Days
Status
Approved date
Delegated wor
USMF-000000375 Eagle Casual P002030 Mohammad Reda Bakkar 04/03/2026 05/03/2026 0.00 Approved 26/11/2025 18:31:45
USMF-000000381 Eagles Sick P002030 Mohammad Reda Bakkar 17/02/2026 19/02/2026 0.00 Approved 26/11/2025 18:32:14
USMF-000000324 Eagle Casual P002030 Mohammad Reda Bakkar 23/11/2025 24/11/2025 0.00 Approved 09/11/2025 09:06:55

4


Finance and Operations
TGates Payroll > Leaves > Leaves transactions > leaves transactions
USMF
Edit
New
Delete
Approval
Leave days
Edit request
Related
Create lines
Import
Options
Standard view
leaves transactions
Status
Filter
Request ID
Leave type
Personnel num...
Worker
From date
To date
Days
Status
Approved date
Delegated wor
USMF-000000379 Eagles Sick P002060 ibrahim mohamed hassan 04/03/2026 05/03/2026 0.00 Approved 26/11/2025 18:09:25
USMF-000000373 Eagle Casual P002060 ibrahim mohamed hassan 01/03/2026 02/03/2026 0.00 Approved 26/11/2025 18:10:02
USMF-000000358 Eagles Annual P002060 ibrahim mohamed hassan 15/02/2026 19/02/2026 0.00 Approved 26/11/2025 18:12:54
USMF-000000326 Eagles Annual P002060 ibrahim mohamed hassan 24/11/2025 27/11/2025 0.00 Approved 09/11/2025 09:24:47

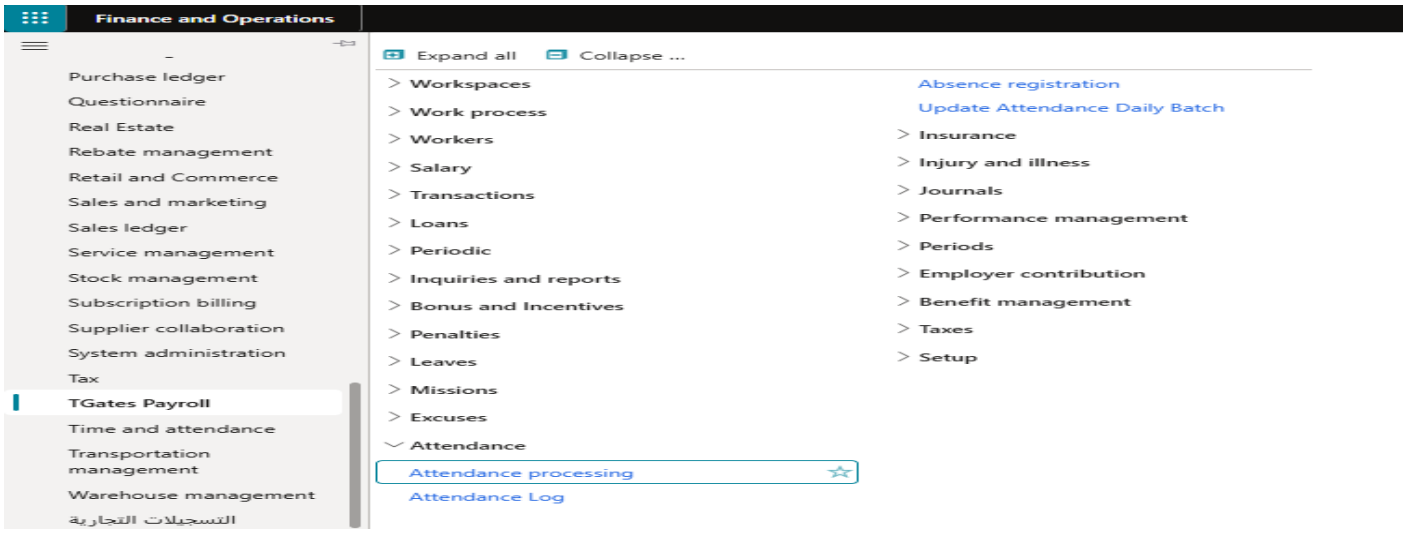
5


Finance and Operations
TGates Payroll > Leaves > Leaves transactions > leaves transactions
USMF
Edit
New
Delete
Approval
Leave days
Edit request
Related
Create lines
Import
Options
Standard view
leaves transactions
Status
Filter
Request ID
Leave type
Personnel num...
Worker
From date
To date
Days
Status
Approved date
Delegated wor
USMF-000000363 Eagles Annual P002037 WK.Haitham Mohamed M... 01/03/2026 05/03/2026 0.00 Approved 26/11/2025 18:10:37
USMF-000000371 Eagle Casual P002037 WK.Haitham Mohamed M... 25/02/2026 26/02/2026 0.00 Approved 26/11/2025 18:10:55
USMF-000000383 Eagles Sick P002037 WK.Haitham Mohamed M... 22/02/2026 24/02/2026 0.00 Approved 26/11/2025 18:12:00
USMF-000000322 Eagle Casual P002037 WK.Haitham Mohamed M... 19/11/2025 20/11/2025 0.00 Approved 09/11/2025 09:05:23

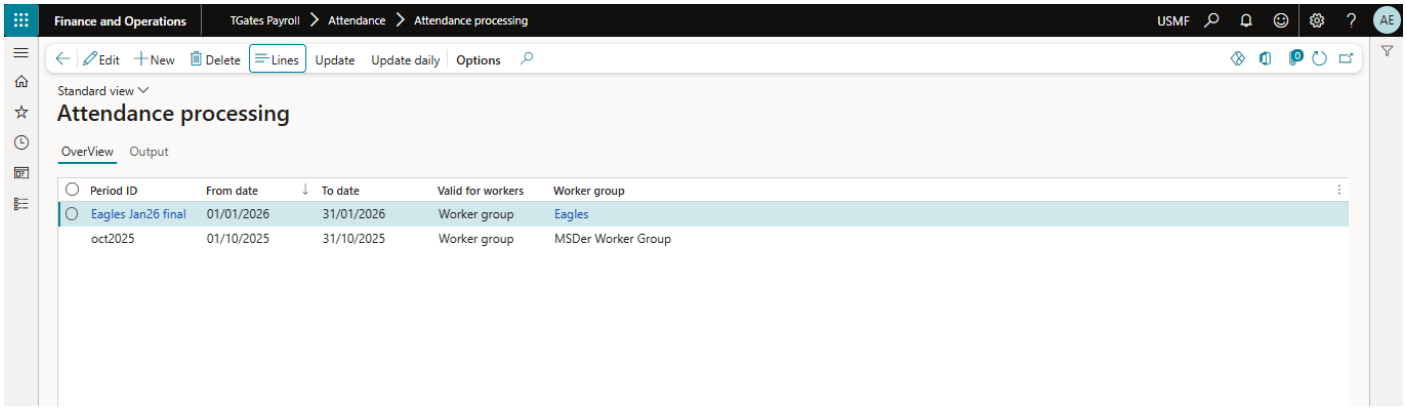
# رابعا : عمل تقرير عن أيام الغياب لكل موظف Generate absence balance reports

- يتم الدخول على :

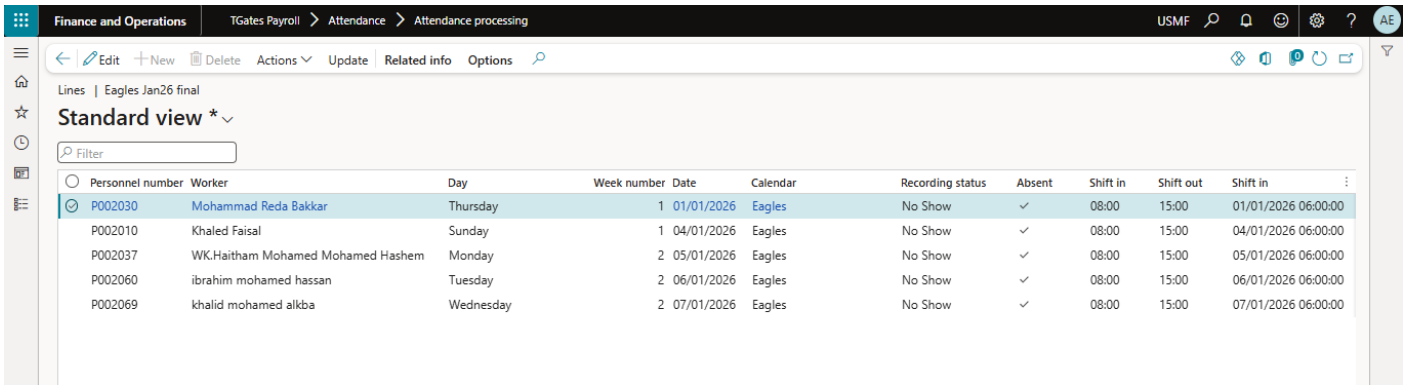
**TGates payroll > Attendance > Attendance processing**



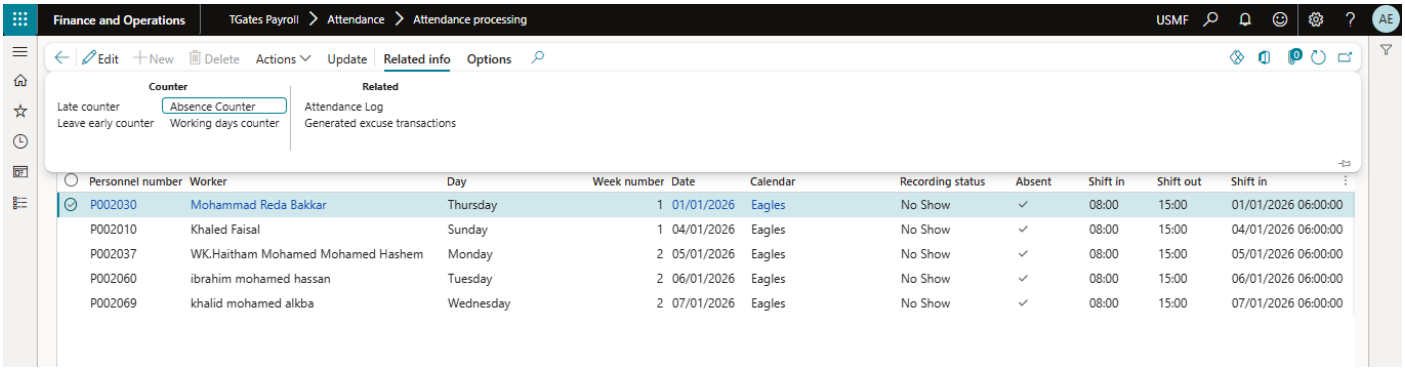

- يتم الدخول على **Lines** :



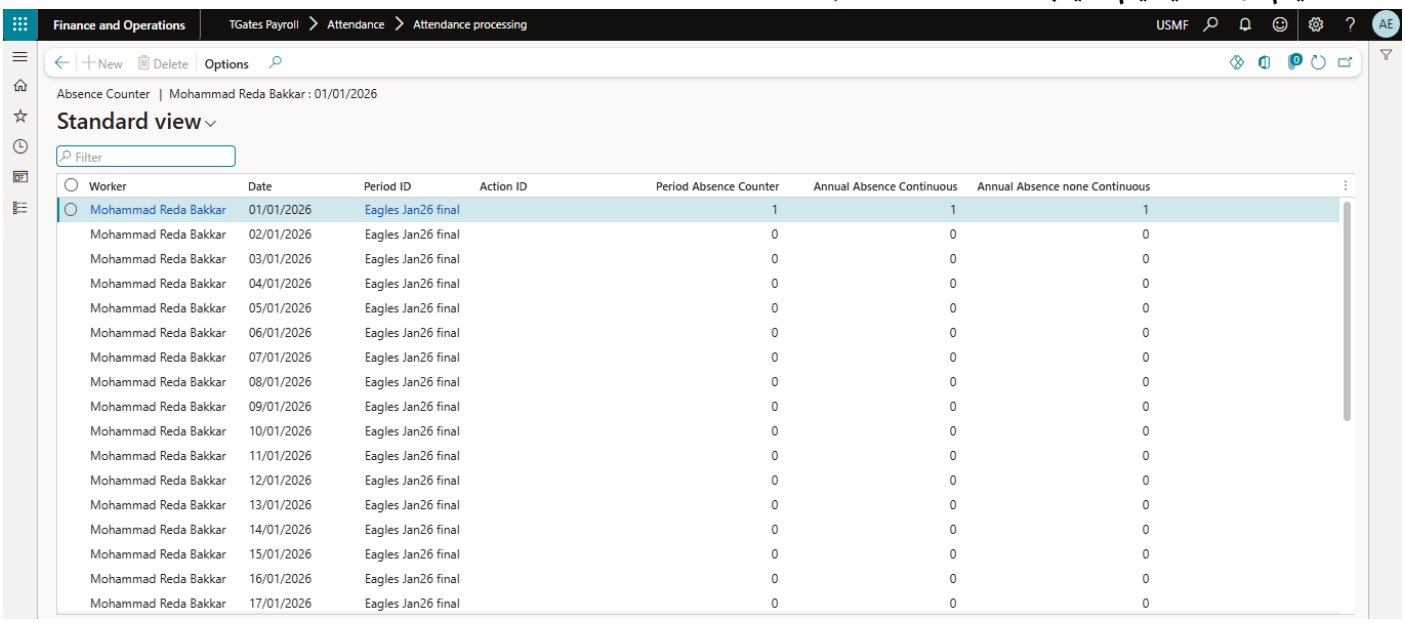

- يتم عمل **Filter** على **No Show** واختيار **Absent** والضغط على **Yes** :



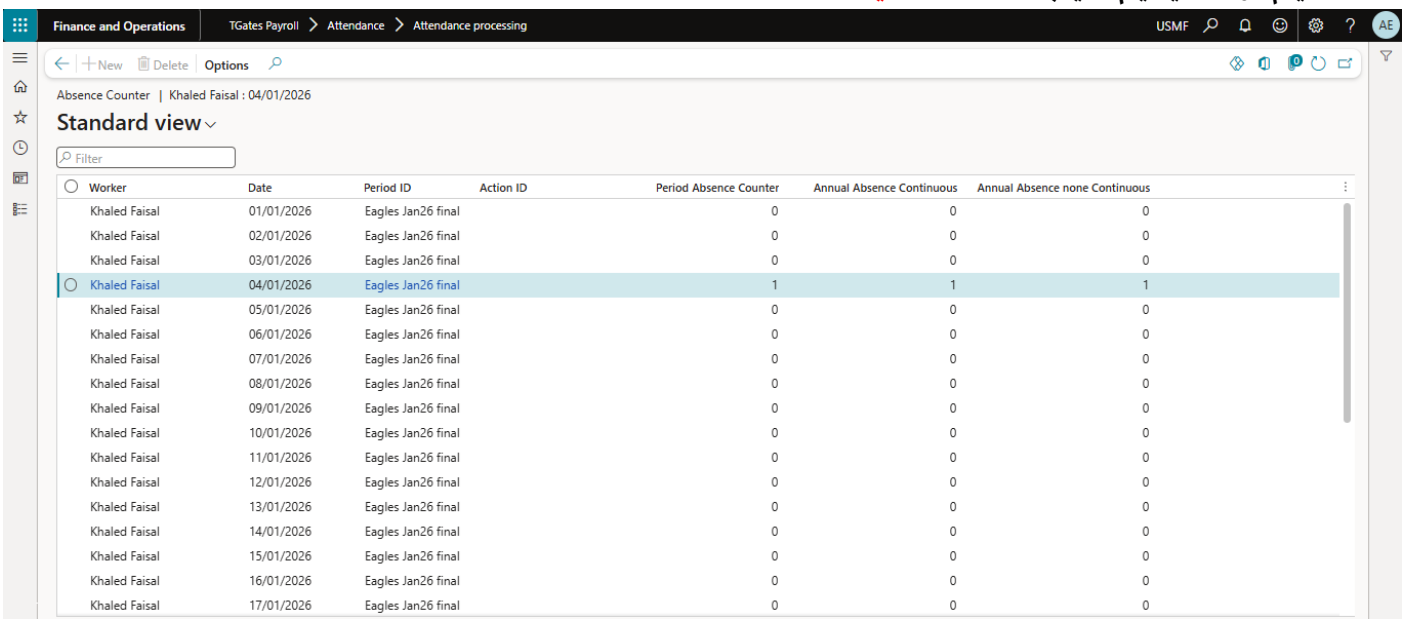
- يتم الضغط على **Related Info** ثم إختيار **Absence counter** :



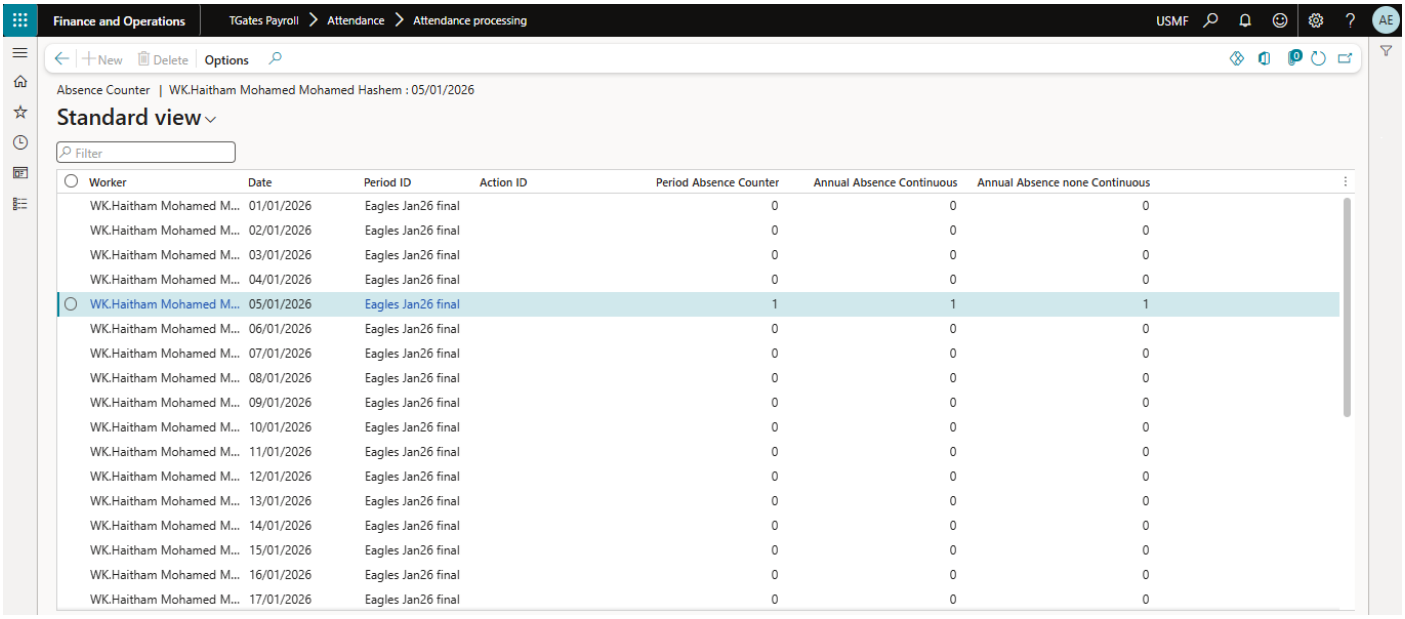

- يتم ظهور تقرير أيام الغياب للموظف **محمد رضا بكار** :




- يتم ظهور تقرير أيام الغياب للموظف **خالد فيصل** :

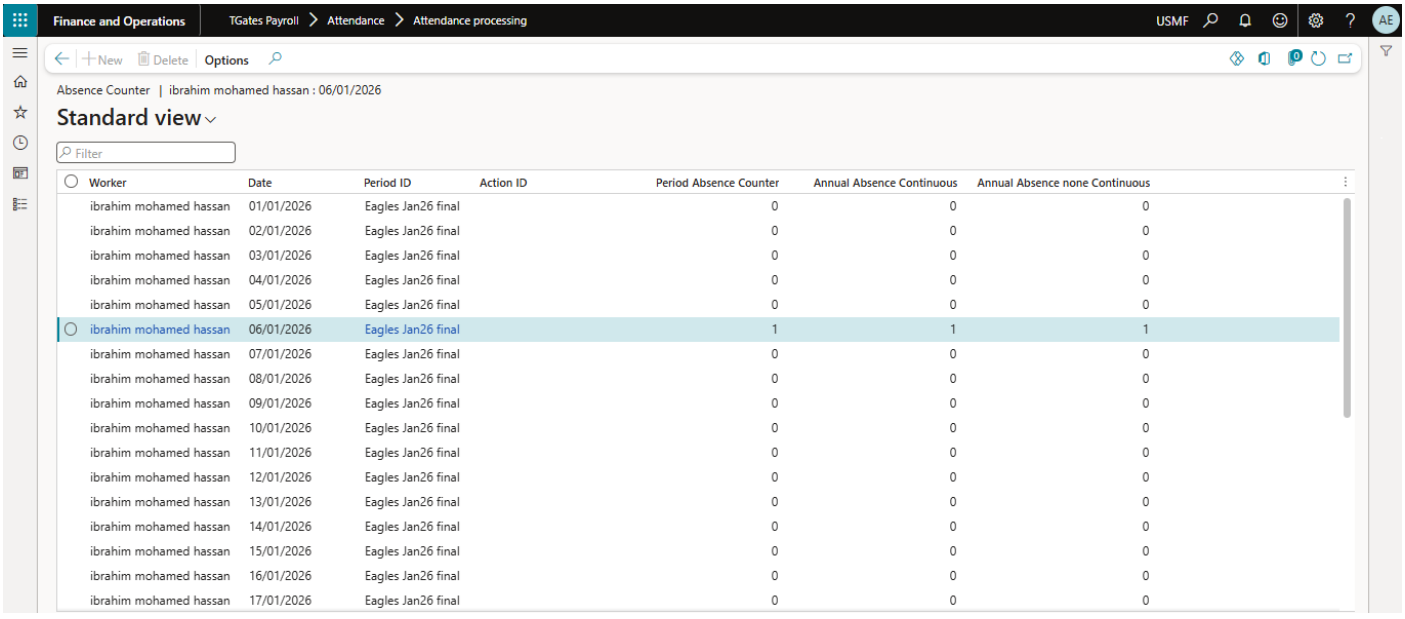


- يتم ظهور تقرير أيام الغياب للموظف هيثم محمد :



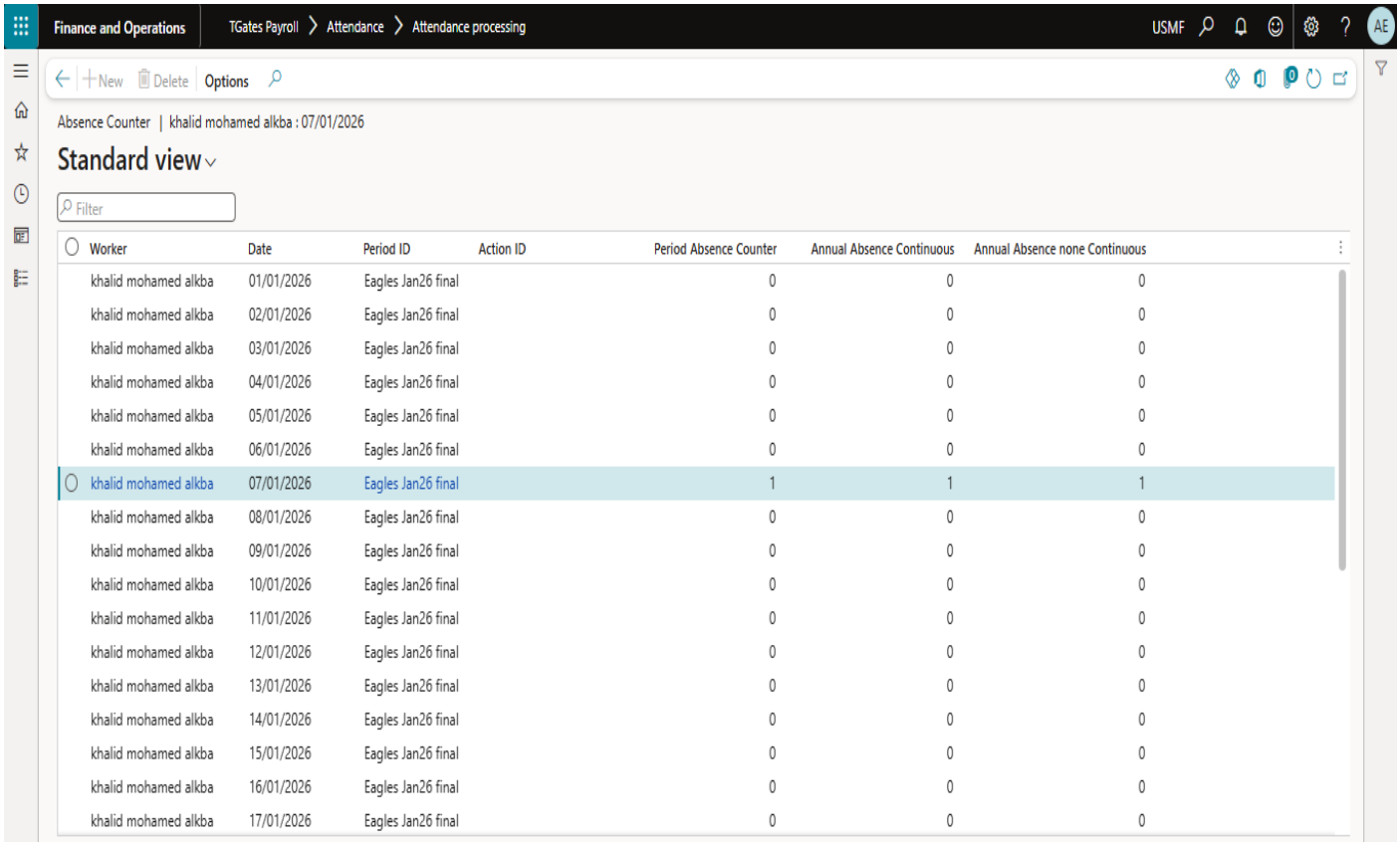

| Worker | Date | Period ID | Action ID | Period Absence Counter | Annual Absence Continuous | Annual Absence none Continuous |
|---|---|---|---|---|---|---|
| WK.Haitham Mohamed M... | 01/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 02/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 03/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 04/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 05/01/2026 | Eagles Jan26 final | | 1 | 1 | 1 |
| WK.Haitham Mohamed M... | 06/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 07/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 08/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 09/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 10/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 11/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 12/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 13/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 14/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 15/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 16/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| WK.Haitham Mohamed M... | 17/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |

- يتم ظهور تقرير أيام الغياب للموظف إبراهيم محمد حسن :




| Worker | Date | Period ID | Action ID | Period Absence Counter | Annual Absence Continuous | Annual Absence none Continuous |
|---|---|---|---|---|---|---|
| ibrahim mohamed hassan | 01/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 02/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 03/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 04/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 05/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 06/01/2026 | Eagles Jan26 final | | 1 | 1 | 1 |
| ibrahim mohamed hassan | 07/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 08/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 09/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 10/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 11/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 12/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 13/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 14/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 15/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 16/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| ibrahim mohamed hassan | 17/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |

- يتم ظهور تقرير أيام الغياب للموظف خالد محمد القباني :




| Worker | Date | Period ID | Action ID | Period Absence Counter | Annual Absence Continuous | Annual Absence none Continuous |
|---|---|---|---|---|---|---|
| khalid mohamed alkba | 01/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 02/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 03/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 04/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 05/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 06/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 07/01/2026 | Eagles Jan26 final | | 1 | 1 | 1 |
| khalid mohamed alkba | 08/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 09/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 10/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 11/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 12/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 13/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 14/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 15/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 16/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |
| khalid mohamed alkba | 17/01/2026 | Eagles Jan26 final | | 0 | 0 | 0 |

## ونلاحظ أن التقرير يوضح النقاط التالية :

*عدد أيام الغياب عن الفترة **Period absence counter**

*عدد أيام الغياب المتصلة **Annual absence continuous**

*عدد أيام الغياب المنفصلة **Annual absence none continuous**

*Special appreciation for Mr.Mohammed Yasser for his efforts and patience*