

Date: 11.07.2023

POINTS DISCUSSED ON TODAY'S MEETING

Leave Management

Employee Login -Leave apply

1. If employee applies leave, mail trigger to TL with Hyperlink should be enabled.
2. CL can be applied for 3days, if more than 3 days selected pop up should display as CL cannot taken more than 3 consecutive days.
 - Below 3 days of CL employee can apply directly, any exceptions to be approved by the Reporting Manager in advance.
 - If CL extends more than 3 days, the excess days should be taken as LOP/ Privilege leave.
3. When employee applies on duty and they can also apply for regularization – TL can only either approve OD/Regularization. Employee cannot avail both OD & regularization at same time.

Leave Balance

1. Should display opening balance of last year with current year leave granted and consumption days or year can be selected to view the previous year leave balance.

Paternity leave

1. Leave can be availed at 2 instances, they can avail leave within first 6months of child birth. Document upload is mandatory, Include Birth date field, Child- Remove 3rd child option.

Compensatory off

1. Worked date should be list in drop down option only 8.30 hrs is fulfilled by the employee.

Admin Login(Leave)

1. Leave type Category- If HR enters the details, someone should validate the process is done correctly- Kiruthiga to be discussed with Ramesh.
2. Employee Leave Balance- Log report- Who edited, How many times edited, which employee ID is edited should be captured.

Attendance

1. When employee apply for regularization, Sunday also shown for regularization- Need to check.
 2. Manual override- Purushothaman to be discussed with Usha
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- Mail trigger to employee to apply leave & Regularization as followed in Greyt HR.
 - Leave encashment will not affect in payroll