

# HR App – Employee Instructions

by Creative Capsule

## HR App – Employee Instructions

- Log in to HR App at <http://newhr.creativecapsule.ccigoa/Home/Index>
- USERNAME (Username will be CCI Employee Code)
- TEMPORARY PASSWORD will be cci12345
- Employee has an option to change to permanent password after logging in.

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## Apply for leaves

- Click on **apply leave**
- Select the date and click on **apply**, then select **apply leave**
- Select how many days i.e **HALF DAY / ONE DAY / FULL DAY**
- For **HALF DAY** – Select date, select which half of the day, the system will suggest the type of leave e.g CF/CL etc (You have the option to change it), mention reason for application of leave and click on apply. The system allows you to enter leave for past/present/future dates.
- For **ONE DAY** – Select date, enter leave date, the system will suggest the type of leave e.g CF/CL etc (You have the option to change it), mention reason for application of leave and click on apply. The system allows you to enter leave for past/present/future dates.
- For **MANY DAYS** – Select date, enter range of leave dates i.e **leave start date to leave end date**, the system will suggest the type of leave e.g CF/CL etc (You have the option to change it), mention reason for application of leave and click on apply. The system allows you to enter leave for past/present/future dates.

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## Register Comp Off

- If an employee works on a fixed holiday or on a weekend, he/she can avail a comp off for that particular day/days.
- HR app allows you to register for a comp off only for a past date, you cannot register for a comp off for a future date.
- For **COMP OFF** – Select the date for comp off, click on apply, click on comp off, mention reason and click on apply.

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## Register Work From Home (WFH)

- An employee who has worked remotely must register for WFH. The system allows you to register for **WFH** for past/present/future dates.
- For **WFH**– Select the date that you worked remotely, mention if it was a full day morning or evening, mention reason and click on apply.

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## Holiday List

- An employee can view the list of holidays for the year in the **Holiday List** icon on main page.
- The 5 fixed holidays will figure in this list.
- Employee needs to select 2 **Restricted Holidays (RH)** by clicking on **EDIT RH** and choosing from among the list of holidays.

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## My Leave

- An employee can view his/her leave history by clicking on **My Leave** icon on home screen
- Employee will be able to see the leave time line – **Upcoming leave, Leave history and Balance leaves.**