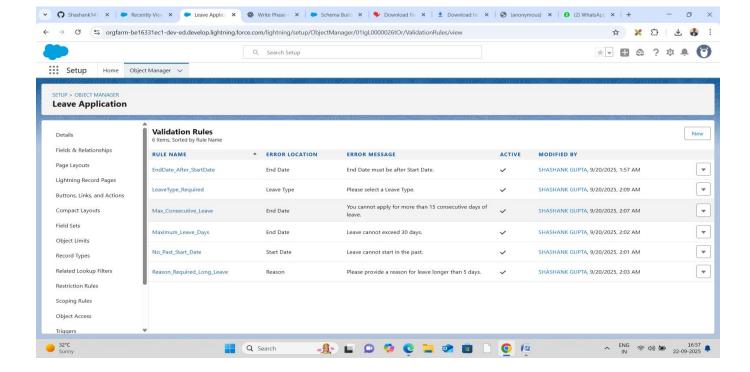
# Phase 4: Process Automation (Admin)

## Validation Rules

- Example: End Date must be after Start Date.
- Leave balance must be sufficient before submission.



### Workflow Rules

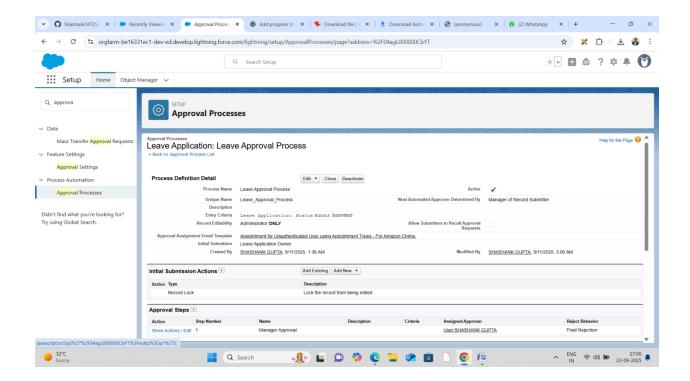
 Auto-send email to Manager when a leave request is created. (Replaced by Flow Builder for advanced automation.)

## Process Builder

Previously used to auto-update Leave Status. (Replaced by Flow Builder.)

## Approval Process

Leave requests > 5 days are automatically sent for Manager approval.

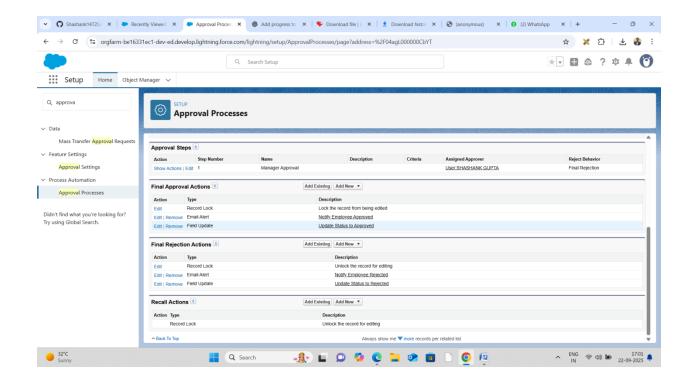


#### Flow Builder

- Screen Flow: Employee leave request submission form.
- Record-Triggered Flow: Automatically updates remaining leave balance after approval.
- Scheduled Flow: Can send periodic leave balance reminders.
- Auto-Launched Flow: Triggered by leave request submission to update statuses and notify managers.

## Email Alerts

- Notify Employee on approval or rejection.
- Notify Manager when a new leave request is submitted.



# Field Updates

Update Leave Status to "Approved" or "Rejected" after Manager action.

#### Tasks

Create tasks for HR to update leave records after approvals/rejections.

## Custom Notifications

 Send in-app notifications to Employee and Manager after approval or rejection.