

LMS User Manual – FS

Employees

Capgemini

Priyanka Patil

22 December 2015

Version 1.1

Document Information

Revision History

Version	Date	Updated By	Changes Applied
1.0	29 May 2015	Smita Banerjee	Created
1.1	22 December 2015	Priyanka Patil	Updated: <ul style="list-style-type: none"> ▶ 2 days of leave credit every month except for June and December. ▶ Employee would be allowed to take leave as per current balance, any extra leave more than current balance would be termed as LWP.

Document Control

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1 Introduction

Leave Management System (LMS) is an internal application used within Capgemini by its employees, to manage leaves. The module is designed to help both new and existing employees understand the process of planning and managing leaves which is a mandatory process.

LMS allows the employees to apply, or manage approvals or get reports for the team. The employees are able to view, apply, modify, approve, delegate LMS approver, or generate various types of reports, using the LMS application.

1.1 Overview

LMS is designed to provide a single portal to facilitate the following:

- ▶ Planning of leaves in advance
- ▶ Access to leave information
- ▶ Access to leave history
- ▶ Leave application and approval
- ▶ Change in Weekly-Off days
- ▶ Alignment with Holiday list of desired location or captive centres
- ▶ Control over the leave usage based on organization policy
- ▶ E-Mail notification for each activity in LMS
- ▶ Generation of various reports which can be used by employees/supervisors/support teams
- ▶ Control over time entry into leave code in Clarity

LMS can be accessed from:

iConnect → Application Section → Employee Management → **Leave Management System (LMS)** - FSSBU India employees only.

Following screenshots illustrates the iConnect home page view that allows access to IJP:


Thursday, 21st May, 2015 04:39:40 PM | [Feedback](#) | [Holiday](#) | [Log Off](#)

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FRESH @ JIP : Requisition Id: 2014_75636 - Environment Manager with 4 to 6 years of experience for New York (USA)

HOME | **MY INFORMATION** | **FACILITIES**

Welcome [User Name] !

	Name: [Redacted] Supervisor: [Redacted] City: [Redacted] Account BU: [Redacted] Mobile Contact Number: [Redacted] Sub-Practice: N.A. Learning Partner: N.A. Practice Lead: N.A. Role: To Be Assigned	Employee ID: [Redacted] Appraiser: [Redacted] Office Contact No: N.A. BU People Partner: [Redacted] Practice: [Redacted] Practice People Partner: [Redacted] Staffing Partner: N.A. Sub-Practice Lead: N.A.
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Help! For any technical/functional issues, Kindly raise your service request using : [FS GBU Service desk portal](#) (Other Application>iConnect Portal)

Applications

- Delivery**
- Facilities**
- Finance**
- Employee Management**

MyPath
Global MyPath
MyPath is Capgemini's global tool supporting the Performance Management and Professional Development process.

My PMD
Repository of Successfactors Historical(2008-2014) Annual review documents for self and direct reportees

L&C
Learning Portal
Window to the world of Learning & Culture

Employee Retagging
Manage employee's entity and people group retagging

Recruitment Portal
Single link to your Recruitment needs: Employee Referral Portal and IRW

People Care Reports
People care reporting gateway

Leave Management System(LMS) - FSGBU India,US,UK employees only
Portal to apply/manage for leaves

Mybenefits - For FS UK Only
Manage employee benefits
For any support, email to ukmybenefits.fsqbu@capgemini.com

Mobility
Mobility application enables you to raise request for international and domestic assignments as STV, STT and LTT.

Career Framework
Employees can view the career framework, training, certifications and role mapping.

Resource Management Group (RMG) Portal
Single link to: Employee Resume Manager & Staffing-Recruitment Application(ISW).

AIMS
Automated Immigration & Mobility System (AIMS)
Single Link For Immigration (Visas & Work Permits) Requirements.

Exit
Exit Clearance Management System (ECMS) - For India Only
Manage exit clearance from the organization.

Wedding Application - For India Only
Capgemini FS SBU presents Employees with a marriage gift as a gesture of good will for such an important event.
[Wedding Application FAQ's](#)

Internal Job Posting (IJP)
Here is your one stop shop for all open opportunities within FSGBU across locations. Please login to view the fresh openings within FSGBU, Capgemini.

Empulse
This system helps in transforming real-time attendance data to actionable Business Intelligence

Rewards & Recognition
One stop shop for Rewards & Recognition Programs

Employee Handbook
Your guide to Capgemini FSGBU India Rules and Policies.


SuccessFactors
Manage your goals and competency assessment.

© 2008 - 2012 Capgemini Company Confidential. This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 6 or newer.

Figure: iConnect Home Page Screen

The following screenshot shows the LMS Home Page:

Welcome [Employee Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

 **Help!** For any technical/functional issues, kindly raise your service request using : [FS CBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: [Manage my leave/holiday](#) [View Leave Card](#)

Manage my leave/holiday **Pending Approvals** **Reports**

Employee Id : [Employee Id] Gender : Female
 Supervisor Name : [Supervisor Name] Holiday List : Pune
[more details...](#)

Year * 2015

Leave Card

Current Balance 14.4 Days The leave debited are as per posted Clarity timecard as of 23 Dec 2015 10:37:05 IST

Annual Leave

SerialNo	Description	StartDate	EndDate	Credit (Days)	Debit (Days)	Balance (Days)
1	Leave credited for February 2015	N.A.	N.A.			0
2	Leave credited for March 2015	N.A.	N.A.	1.8		1.8
3	Leave credited for April 2015	N.A.	N.A.	1.8		3.6
4	Leave credited for May 2015	N.A.	N.A.	1.8		5.4
5	Leave credited for June 2015	N.A.	N.A.	1.8		7.2
6	Leave credited for July 2015	N.A.	N.A.	1.8		9
7	Leave taken	18 Aug 2015	18 Aug 2015		1	8
8	Leave credited for August 2015	N.A.	N.A.	1.8		9.8
9	Leave credited for September 2015	N.A.	N.A.	1.8		11.6
10	Leave taken	06 Oct 2015	06 Oct 2015		1	10.6
11	Leave taken	27 Oct 2015	27 Oct 2015		1	9.6
12	Leave credited for October 2015	N.A.	N.A.	1.8		11.4

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	06 Mar 2015	06 Mar 2015	1 day(s)
2	01 May 2015	01 May 2015	1 day(s)
3	17 Sep 2015	17 Sep 2015	1 day(s)
4	25 Sep 2015	25 Sep 2015	1 day(s)
5	02 Oct 2015	02 Oct 2015	1 day(s)
6	22 Oct 2015	22 Oct 2015	1 day(s)

Figure: LMS Home Page

Following is the description for the information displayed on the Home menu screen:

- ▶ **Document Link:** The top-most part of the application displays links to various documents as -India Leave Policy, US Leave Policy, UK Leave Policy, FAQ, India User Manual, India Mobile User Manual, US User Manual, and UK User Manual. This also contains link to Log Off from the application.
- ▶ **Employee details:** This section displays the following details of the employee- Employee Name, Employee Id, Supervisor Name and Holiday List. And a link 'more details..', which when clicked shows more details as Employee Name, Employee Id, Supervisor Name, Holiday List, Designation, Gender, LMS Approver, Email, Country, Marital Status, and People Partner.
- ▶ **Drop-down:** This section displays the Employee Name drop-down and Year for which the employee wants to view the time card.

Note: 'Employee Name' drop-down is visible, only to those employees who are a Supervisor.

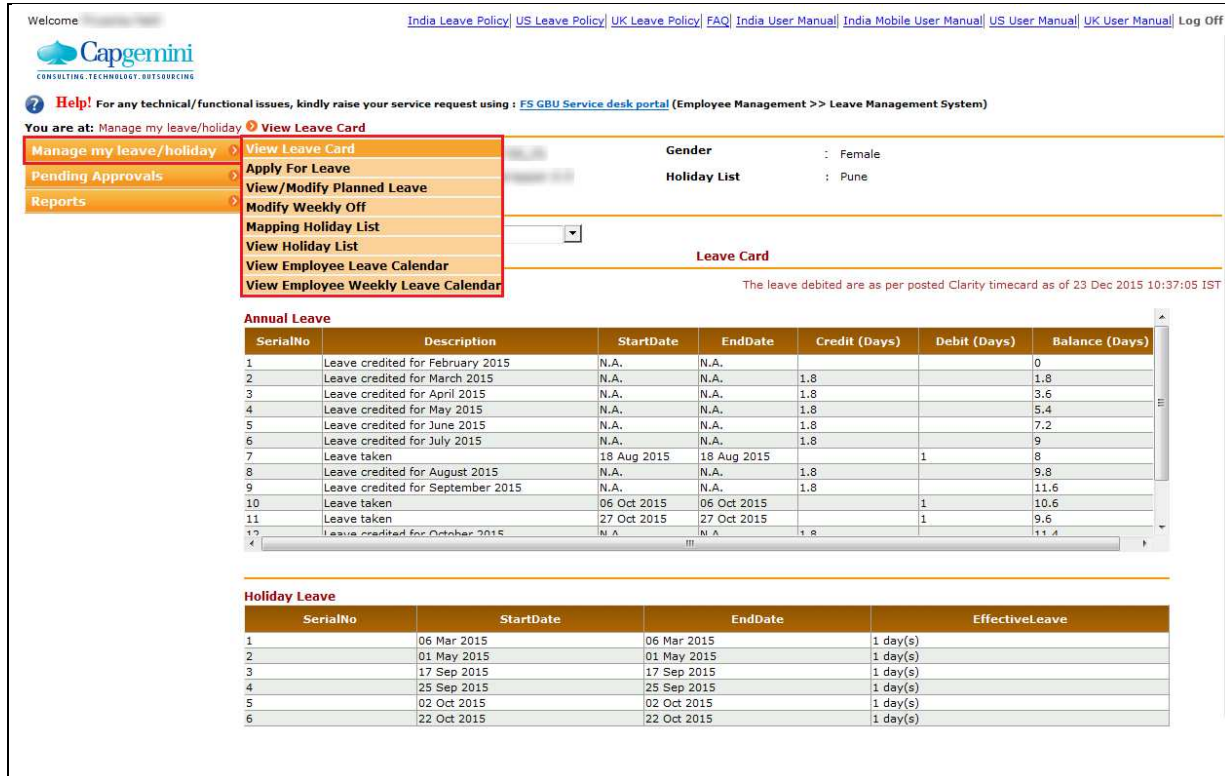
- ▶ **Leave Balances:** Current leave balance can be viewed in this section.
- ▶ **Leave Table:** Various types of leaves are shown in various tables, in this section. A table in this section displays the details such as leaves accrued or leaves applied.
- ▶ **Functionalities:** LMS allows an employee to perform various functionalities which are grouped in different modules called- Manage my leave/holiday, Pending Approvals, Reports. For further details on each module, please refer respective chapter for the each.

For any technical/functional issues, kindly raise your service request using, [FS SBU Service desk portal](#) (Employee Management >> Leave Management System).

2 Manage My Leave/Holiday

This module allows an employee to view, apply or manage their leaves. Employee can also map their holiday list with that of their client or modify their weekly off also.

The below screenshot shows the options available in 'Manage my leave/holiday' section:



Welcome [Employee Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday **View Leave Card**

Manage my leave/holiday **View Leave Card**
Apply For Leave
View/Modify Planned Leave
Modify Weekly Off
Mapping Holiday List
View Holiday List
View Employee Leave Calendar
View Employee Weekly Leave Calendar

Gender : Female
Holiday List : Pune

Leave Card

The leave debited are as per posted Clarity timecard as of 23 Dec 2015 10:37:05 IST

Annual Leave

SerialNo	Description	StartDate	EndDate	Credit (Days)	Debit (Days)	Balance (Days)
1	Leave credited for February 2015	N.A.	N.A.			0
2	Leave credited for March 2015	N.A.	N.A.	1.8		1.8
3	Leave credited for April 2015	N.A.	N.A.	1.8		3.6
4	Leave credited for May 2015	N.A.	N.A.	1.8		5.4
5	Leave credited for June 2015	N.A.	N.A.	1.8		7.2
6	Leave credited for July 2015	N.A.	N.A.	1.8		9
7	Leave taken	18 Aug 2015	18 Aug 2015		1	8
8	Leave credited for August 2015	N.A.	N.A.	1.8		9.8
9	Leave credited for September 2015	N.A.	N.A.	1.8		11.6
10	Leave taken	06 Oct 2015	06 Oct 2015		1	10.6
11	Leave taken	27 Oct 2015	27 Oct 2015		1	9.6
12	Leave credited for October 2015	N.A.	N.A.	1.8		11.4

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	06 Mar 2015	06 Mar 2015	1 day(s)
2	01 May 2015	01 May 2015	1 day(s)
3	17 Sep 2015	17 Sep 2015	1 day(s)
4	25 Sep 2015	25 Sep 2015	1 day(s)
5	02 Oct 2015	02 Oct 2015	1 day(s)
6	22 Oct 2015	22 Oct 2015	1 day(s)


Figure: 'Manage My Leave/Holiday' section

2.1 View Leave Card

'View Leave Card' allow employees to view details about their leaves. When an employee tries to access the LMS application, this is the default page in which an employee lands up to. The page displays information as employee details, and leave details for self or for the team (if any).

Below screenshot shows the same:

Welcome [User Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

 **Help!** For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: [Manage my leave/holiday](#) > **View Leave Card**

Manage my leave/holiday > **Employee Id** : [Employee ID] **Gender** : Female
Pending Approvals > **Supervisor Name** : [Supervisor Name] **Holiday List** : Pune
Reports > [more details...](#)

Year * 2015

Leave Card

Current Balance 14.4 Days The leave debited are as per posted Clarity timecard as of 23 Dec 2015 10:37:05 IST

Annual Leave

SerialNo	Description	StartDate	EndDate	Credit (Days)	Debit (Days)	Balance (Days)
1	Leave credited for February 2015	N.A.	N.A.			0
2	Leave credited for March 2015	N.A.	N.A.	1.8		1.8
3	Leave credited for April 2015	N.A.	N.A.	1.8		3.6
4	Leave credited for May 2015	N.A.	N.A.	1.8		5.4
5	Leave credited for June 2015	N.A.	N.A.	1.8		7.2
6	Leave credited for July 2015	N.A.	N.A.	1.8		9
7	Leave taken	18 Aug 2015	18 Aug 2015		1	8
8	Leave credited for August 2015	N.A.	N.A.	1.8		9.8
9	Leave credited for September 2015	N.A.	N.A.	1.8		11.6
10	Leave taken	06 Oct 2015	06 Oct 2015		1	10.6
11	Leave taken	27 Oct 2015	27 Oct 2015		1	9.6
12	Leave credited for October 2015	N.A.	N.A.	1.8		11.4

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	06 Mar 2015	06 Mar 2015	1 day(s)
2	01 May 2015	01 May 2015	1 day(s)
3	17 Sep 2015	17 Sep 2015	1 day(s)
4	25 Sep 2015	25 Sep 2015	1 day(s)
5	02 Oct 2015	02 Oct 2015	1 day(s)
6	22 Oct 2015	22 Oct 2015	1 day(s)

Figure: 'View Leave Card' Screen

View leave card is divided into 3 different sections:

▶ **Logged in Employee Information**

This section displays basic employee information, for the user who is logged in to the application, and a link which shows further details for the employee.

The information displayed in this section are- Employee ID, Gender, Supervisor Name, Holiday list, and a link for 'more details...' which when clicked opens a pop-up window displaying more employee information.

The pop-up window displays information as- Employee name, Employee Id, Designation, Gender, Supervisor Name, LMS Approver, Email, Country, Marital Status, Holiday List, and People Partner.

The below screenshot shows the same:

Welcome [Employee Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday **View Leave Card**

Manage my leave/holiday **Pending Approvals** **Reports**

Employee Id : [Employee ID] **Gender** : Female
Supervisor Name : [Supervisor Name] **Holiday List** : Pune

Year * : [Year]

Current Balance : [Current Balance]

Annual Leave

SerialNo	Leave Type	Start Date	End Date	Days	Balance (Days)
1	Leave				0
2	Leave				1.8
3	Leave				3.6
4	Leave				5.4
5	Leave				7.2
6	Leave				9
7	Leave taken	18 Aug 2015	18 Aug 2015	1	8
8	Leave credited for August 2015	N.A.	N.A.	1.8	9.8
9	Leave credited for September 2015	N.A.	N.A.	1.8	11.6
10	Leave taken	06 Oct 2015	06 Oct 2015	1	10.6
11	Leave taken	27 Oct 2015	27 Oct 2015	1	9.6
12	Leave credited for October 2015	N.A.	N.A.	1.8	11.4

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	06 Mar 2015	06 Mar 2015	1 day(s)
2	01 May 2015	01 May 2015	1 day(s)
3	17 Sep 2015	17 Sep 2015	1 day(s)
4	25 Sep 2015	25 Sep 2015	1 day(s)
5	02 Oct 2015	02 Oct 2015	1 day(s)
6	22 Oct 2015	22 Oct 2015	1 day(s)

Employee Information - Windows Internet Explorer

Employee Information

Employee Name : [Employee Name] **Employee Id** : [Employee ID]
Designation : [Designation] **Gender** : [Gender]
Supervisor Name : [Supervisor Name] **LMS Approver** : [LMS Approver]
Email : [Email] **Country** : India
Marital Status : [Marital Status] **Holiday List** : Pune
People Partner : [People Partner]

Figure: Employee Information Displayed in the Pop-up

► Drop-down

This section allows the employees to select 'Year', for which they want to view leave card, and an 'Employee Name' drop-down, containing list of their team members.

Note: Employee Name drop-down is visible only to those employees who are supervisors.


Employees can select any of their team member's name and year to view the team member's leave details.

► Leave Card

This section displays leave details as a Current leave, a note saying the details of last leave table update, Leave tables, and Holiday table.

The different type of leave details are displayed in different tables:

Welcome Employee Name [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

 **Help!** For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: [Manage my leave/holiday](#) > [View Leave Card](#)

[Manage my leave/holiday](#) > [Pending Approvals](#) > [Reports](#) > [more details...](#)

Employee Id : Employee Id Gender : Female
 Supervisor Name : Supervisor Name Holiday List : Pune

Employee Name * Employee Name Year * 2015

Leave Card

Current Balance 6 Days The leave debited are as per posted Clarity timecard as of 23 Dec 2015 10:37:05 IST

Annual Leave

SerialNo	Description	StartDate	EndDate	Credit (Days)	Debit (Days)	Balance (Days)
1	Leave carried forward from previous year	N.A.	N.A.	1		1
2	Leave taken	02 Jan 2015	02 Jan 2015		1	0
3	Leave taken	27 Jan 2015	27 Jan 2015		1	-1
4	Leave credited for January 2015	N.A.	N.A.	1.8		0.8
5	Leave taken	09 Feb 2015	11 Feb 2015		3	-2.2
6	Leave credited for February 2015	N.A.	N.A.	1.8		-0.4
7	Leave taken	11 Mar 2015	11 Mar 2015		1	-1.4
8	Leave credited for March 2015	N.A.	N.A.	1.8		0.4
9	Leave credited for April 2015	N.A.	N.A.	1.8		2.2
10	Leave taken	18 May 2015	18 May 2015		1	1.2
11	Leave taken	20 May 2015	20 May 2015		1	0.2
12	Leave credited for May 2015	N.A.	N.A.	1.8		2

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	01 Jan 2015	01 Jan 2015	1 day(s)
2	26 Jan 2015	26 Jan 2015	1 day(s)
3	25 Sep 2015	25 Sep 2015	1 day(s)
4	02 Oct 2015	02 Oct 2015	1 day(s)
5	22 Oct 2015	22 Oct 2015	1 day(s)

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Figure: 'Leave Card' table

2.2 Apply For Leave

This section allows an employee to apply different types of leaves, as applicable. An employee can apply Annual leave, Leave without Pay, Maternity Leave, Extended Maternity Leave, MTP Leave, Paternity Leave, Adoption Leave, Comp off Leave, Compassionate Leave, Resignation, and Leave Encashment – Resignation/LTT.

The following snapshot shows the 'Apply for leave' screen:

Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [India Mobile User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

 **Help!** For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday > **Apply For Leave**

Manage my leave/holiday > **Leave Type ***

Pending Approvals >

Reports >

Note :	
Annual Leave	: Permanent employees are entitled to 22 working days as annual leave (prorata basis) in a calendar year. Annual leave includes casual and sick leave.
Leave Without Pay	: Employees can apply for leave without pay (LWP) only when their annual leave balance is zero. If LWP is less than 15 days then only one can apply in Clarity and if LWP is 15 or more days one has to apply in LMS system to enable Code in clarity after approvals from People process team.
Maternity Leave	: Eligible women employees are entitled to a maximum of 90 calendar days of maternity leave after completion of formalities.
Extended Maternity Leave	: Eligible women employees are entitled to a maximum of 30 calendar days of extended maternity leave after completion of formalities. This is based on the medical condition of the associate and supporting document needs to be submitted for the same. This leave type is only effective 1st Jun-14.
MTP Leave	: Employees undergoing medical termination of pregnancy (MTP) under medical advice or miscarriage are entitled to 45 calendar days of maternity leave.
Paternity Leave	: Male employees are entitled to a maximum of five continuous (5) working days of paternity leave. Paternity leave can be used a maximum of two (2) occasions and leave must be used within 90 days of the birth of the child.
Adoption Leave	: Women employees can avail leave up to 2 calendar months for adopting an infant (less than one year old) and up to 1 calendar month for adopting a child (more than one year old). Eligible male employees are entitled to a maximum of five continuous (5) working days of Adoption leave.
Comp off Leave	: Employees are eligible for compensatory off only if he/she works for the full day on public holidays and / or during weekly off days. Comp off should be availed within 6 months.
Compassionate Leave	: In the event of an unfortunate death in the immediate family, employees are eligible for five continuous (5) working days of compassionate leave. Immediate family means parents, spouse, children and siblings.
Resignation	: Employees can avail only available leave balance during the Notice Period with prior approval from supervisor. Employees' leave balance will become zero in leave card and maximum 30 leave can be encashed.
Leave Encashment – Resignation/LTT	: Company is permitted to cash the unutilized annual leave standing to his/her credit, subject to maximum accumulation of 30 days, as on last working date.

Figure: 'Apply For Leave' Screen

On selection of different type of leave, different fields are generated, which is to be duly filled up and submitted. Once the 'Submit' button is clicked, the request goes to the employee's Supervisor's queue for approval.

The different types of leaves an employee can apply are:

- ▶ **Annual Leave:** Permanent employees are eligible to take 22 working days as annual leave (prorata basis) in a calendar year. Annual leave includes casual and sick leave. Annual Leave would be credit on first day of month. For month of January to May and July to November, 2 days of leave would be credit and for month of June and December 1 day of leave would be credit.
- ▶ **Leave without Pay:** Employees can apply for leave without pay (LWP) only when their annual leave balance is zero. Any leave applied more than current balance should be considered as LWP in clarity.
 - LWP leave code would not be enabled in clarity if current balance is less than or equal to 5.
 - **LWP would be planned only through LMS system.**
 - Once the employee applies for LWP if it is approved by Supervisor and People process head (>15 days) then only the LWP leave code would be available for employee to fill timecard.

- Once applied for the leave in clarity for the planned/ applied duration, the LWP code would not be available further.
 - If there is a mismatch in applied days and the timecard days against LWP code in LMS and clarity then, clarity would reject the timecard and would display message to the employee to edit / update the LWP plan in LMS and then fill in clarity
 - E.g.
 1. If an employee has applied for LWP from 30th Nov to 5 Dec, then the timecards would be divided, one would have entry of 30 Nov and the other would have entries of 1st Dec to 5th Dec.
 2. If the employee is filling the timecard in Nov for Nov 30 LWP, then the timecard should be accepted as till then the current balance would be 0.
 3. If the employee is filling all the leave timecard in Dec, then 1 leave would be credited for the employee and his/ her current balance would be 1, in that case, if employee tries to fill the timecard for LWP dates as per LMS (Nov 30 to Dec 5) then the timecard should be rejected and the employee should be notified to adjust the LWP dates in LMS to consume the current annual leave balance and then apply for LWP.
-
- ▶ **Maternity Leave:** Eligible women employees are entitled to a maximum of 90 calendar days of maternity leave after completion of formalities.
 - ▶ **Extended Maternity Leave:** Eligible women employees are entitled to a maximum of 30 calendar days of extended maternity leave after completion of formalities. This is based on the medical condition of the associate and supporting document needs to be submitted for the same. This leave type is only effective 1st Jun-14.
 - ▶ **MTP Leave:** Employees undergoing medical termination of pregnancy (MTP) under medical advice or miscarriage are entitled to 45 calendar days of maternity leave.
 - ▶ **Paternity Leave:** Male employees are entitled to a maximum of five continuous working days of paternity leave. Paternity leave can be availed for a maximum of two occasions and must be used within 90 days of the birth of the child.
 - ▶ **Adoption Leave:** Women employees can avail leave up to 2 calendar months for adopting an infant (less than one year old) and up to 1 calendar month for adopting a child (more than one year old). Eligible male employees are entitled to a maximum of five continuous (5) working days of Adoption leave.
 - ▶ **Comp off Leave:** Employees are eligible for Comp Off only if he/she works for the full day on public holidays and / or during weekly off days. Comp off should be availed within 6 months.

- ▶ **Compassionate Leave:** In the event of an unfortunate death in the immediate family, employees are eligible for continuous 5 working days of compassionate leave. Immediate family is parents, spouse, children and siblings.
- ▶ **Resignation:** Employees can avail only available leave balance during the Notice Period with prior approval from supervisor. Employees' leave balance will become zero in leave card and maximum 30 leave can be encashed.
- ▶ **Leave Encashment – Resignation/LTT:** Company is permitted to cash the unutilized annual leave standing to his/her credit, subject to maximum accumulation of 30 days, as on last working date.

Business Rules

- ▶ For LTT return employees leave balance would start with 2 or 1 day(s) based on the month of return.
- ▶ Any leave applied more than current balance would be considered as LWP and system will indicate employee to fill LWP for the over flowing days.
- ▶ The leave accrual based on monthly credit (2 or 1) would happen even if the employee has taken LWP.
- ▶ If leave is applied by Employee or Supervisor or by LMS Admin, eligibility would be checked as per current balance of the employee.

2.3 View/Modify Planned Leave

'View/Modify Planned Leaves' allows an employee to edit, delete, or simply view the planned leaves.

To view or modify any of the planned leave, employee needs to select the leave, from the table, and then click on either of the links present for edit, delete or view leaves.

The following snapshot shows the same:

Welcome ...
[India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)



Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: [Manage my leave/holiday](#) > **View/Modify Planned Leave**

[Manage my leave/holiday](#) >
 [View/Modify Planned Leave](#)

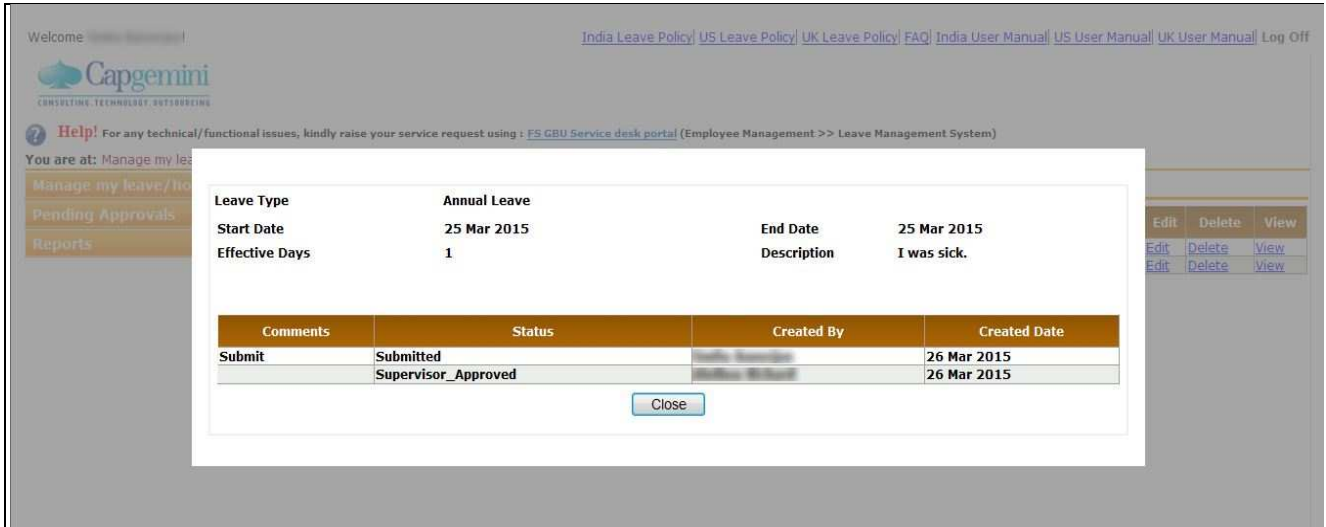
Employee Name	Leave Type	Start Date	End Date	Effective Leave	Status	Edit	Delete	View
...	Annual Leave	16 Apr 2015	17 Apr 2015	2 day(s)	Supervisor Approved	Edit	Delete	View
...	Annual Leave	25 Mar 2015	25 Mar 2015	1 day(s)	Supervisor Approved	Edit	Delete	View

Figure: 'View/Modify Planned Leave' Screen

Once an employee clicks Edit, they will be redirected to the 'Apply For Leave' page where they had applied for that particular leave. Necessary details can be modified there and then 'Submit' button is clicked. On click of Submit button, once again the request will go to the Supervisor's queue for approval.

When an employee clicks Delete, a pop-up box appears asking re-confirmation as 'Are you sure you want to delete this?'

While when View button is clicked, a new pop-up opens showing details about that particular leave selected. The below screenshot shows the same:



The screenshot shows a web application interface for leave management. A pop-up window displays the following details:

Leave Type	Annual Leave		
Start Date	25 Mar 2015	End Date	25 Mar 2015
Effective Days	1	Description	I was sick.

Comments	Status	Created By	Created Date
Submit	Submitted	[User Name]	26 Mar 2015
	Supervisor_Aproved	[User Name]	26 Mar 2015

A 'Close' button is located at the bottom of the pop-up window.

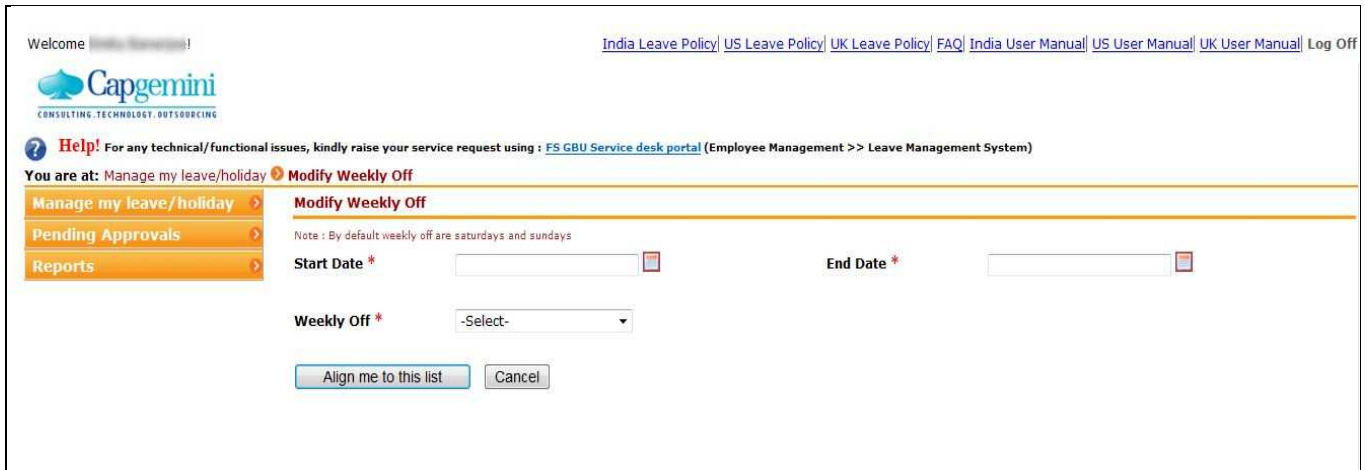
Figure: Pop-up window on click of 'View' leave

Note: A Supervisor is able to view, edit or delete holiday for all of their Direct Reportees.

2.4 Modify Weekly Off

If an employee wants to declare their weekly off for some specific set of days in a week other than Saturday-Sunday, then they can do so by declaring the same in this section.

The following screenshot shows the 'Modify Weekly Off' screen:



Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)


You are at: Manage my leave/holiday > **Modify Weekly Off**


Manage my leave/holiday > **Modify Weekly Off**

Pending Approvals >

Reports >

Note : By default weekly off are Saturdays and Sundays

Start Date * 

End Date * 

Weekly Off *

Figure: 'Modify Weekly Off' Screen

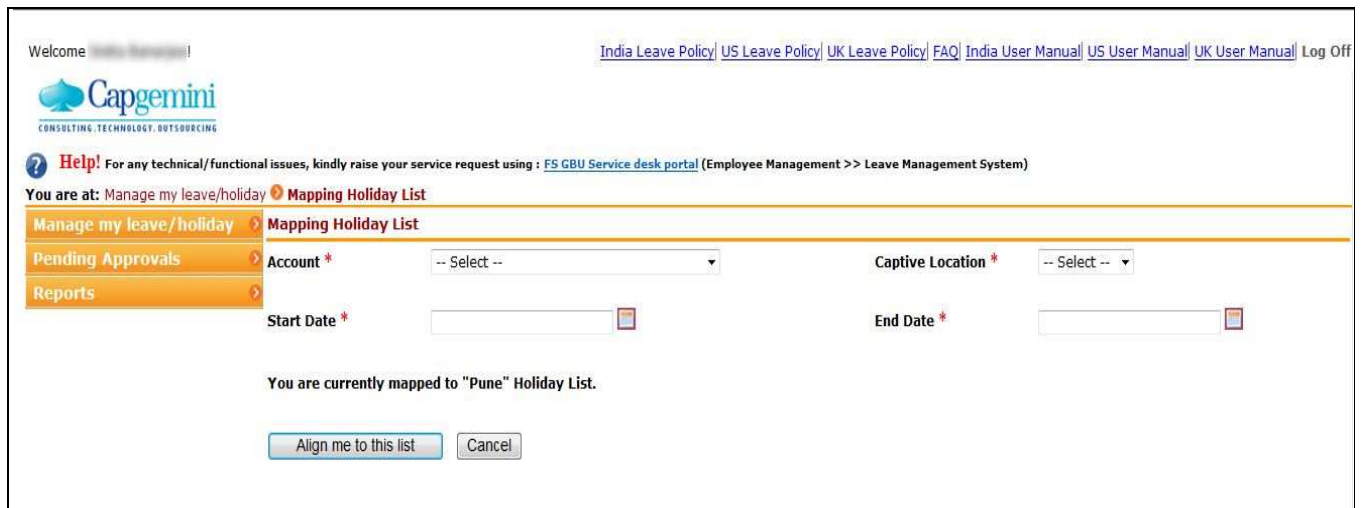
Employee can fill-in the duration for which they want to modify their weekly off and then can select the two days of the week from the drop-down list on which they want to avail the weekly off. After entering details, employee needs to click on 'Align me to this list', once they have modified the weekly off. After the button is clicked, the request will go to the respective Supervisor's queue for approval.

Note: By default, weekly offs are Saturdays and Sundays.

2.5 Mapping Holiday List

For employees, who need to follow the holiday list with that of client, they need to map their holiday with that of their client, in this section, so that same is reflected in Clarity while filling the time card.

The following snapshot shows the 'Mapping Holiday List' screen:



Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday > **Mapping Holiday List**


Manage my leave/holiday > **Mapping Holiday List**


Pending Approvals >

Reports >

Account *

Captive Location *

Start Date * 

End Date * 

You are currently mapped to "Pune" Holiday List.

Figure: 'Mapping Holiday List' Screen

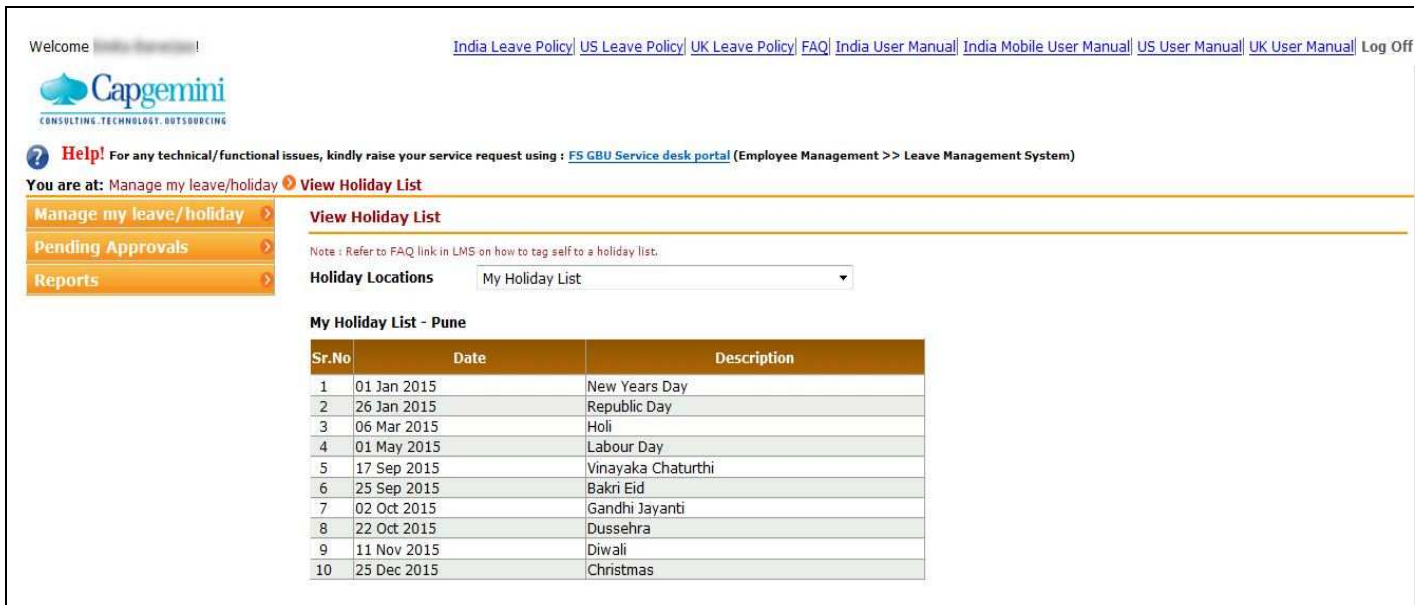
Employee needs to select the 'Account', and the 'Captive Location' they want to be tagged to and provide the duration when they want this Holiday list tagged to their account, by selecting the Start and End date on the screen, and click 'Align me to this list' button. On click of button, the request goes to the Supervisor's queue for approval.

Note: By default, an employee's Holiday List is mapped to the location to which they are currently tagged to.

2.6 View Holiday List

The table present in this section shows the list of holiday for the location to which they are currently tagged to. An employee can also view holiday list for different location, by selecting the location name from the drop-down list.

The following snapshot shows the 'View Holiday List' screen:



Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [India Mobile User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: [Manage my leave/holiday](#) > **View Holiday List**

Manage my leave/holiday >
Pending Approvals >
Reports >

View Holiday List

Note : Refer to FAQ link in LMS on how to tag self to a holiday list.

Holiday Locations My Holiday List

My Holiday List - Pune

Sr.No	Date	Description
1	01 Jan 2015	New Years Day
2	26 Jan 2015	Republic Day
3	06 Mar 2015	Holi
4	01 May 2015	Labour Day
5	17 Sep 2015	Vinayaka Chaturthi
6	25 Sep 2015	Bakri Eid
7	02 Oct 2015	Gandhi Jayanti
8	22 Oct 2015	Dussehra
9	11 Nov 2015	Diwali
10	25 Dec 2015	Christmas


Figure: 'View Holiday List' Screen

2.7 View Employee Leave Calendar

'View Employee Leave Calendar' shows all type of planned leaves and actual leaves taken by an employee or their Direct Reportees, on a particular day of the calendar. The planned leaves are marked with green in colour, while the actual leaves taken are marked in grey. If the employee wants to view the details of a particular leave day, then they can click on the link and the list of employees who have taken leave or were on holiday, on that particular day, appear in a table below.

The below snapshot shows the same:

Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday **View Employee Leave Calendar**

Manage my leave/holiday > **View Employee Leave Calendar**

Pending Approvals >

Reports >

View Employee Leave Calendar

February		March 2015					April	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
22	23	24	25	26	27	28		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31	1	2	3	4		

Planned Leave ■

Actual Leave ■

Employees who are on Leave on : 06-Mar-2015

EmployeeId	Employee Name	Leave Date	Status
		Holiday Leave	Actual Leave
		Holiday Leave	Actual Leave
		Holiday Leave	Actual Leave
		Holiday Leave	Actual Leave


Figure: 'View Employee Leave Calendar' Screen

2.8 View Employee Weekly Leave Calendar

This section, 'View Employee Weekly Leave Calendar', as the name suggests, shows leaves or holiday taken by an employee or their Direct Reportees on any day in a particular week of the year. This section is similar to 'View Employee leave Calendar' and gives weekly details.

The following snapshot shows the same:

Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday **View Employee Weekly Leave Calendar**

Manage my leave/holiday > **Employee Weekly Leave Calendar**

Pending Approvals >

Reports >

Employee Weekly Leave Calendar

Employee Weekly Leave Report For Self/Team

01 Jan - 03 Jan	04 Jan - 10 Jan	11 Jan - 17 Jan	18 Jan - 24 Jan	25 Jan - 31 Jan
01 Feb - 07 Feb	08 Feb - 14 Feb	15 Feb - 21 Feb	22 Feb - 28 Feb	01 Mar - 07 Mar
08 Mar - 14 Mar	15 Mar - 21 Mar	22 Mar - 28 Mar	29 Mar - 04 Apr	05 Apr - 11 Apr
12 Apr - 18 Apr	19 Apr - 25 Apr	26 Apr - 02 May	03 May - 09 May	10 May - 16 May
17 May - 23 May	24 May - 30 May	31 May - 06 Jun	07 Jun - 13 Jun	14 Jun - 20 Jun
21 Jun - 27 Jun	28 Jun - 04 Jul	05 Jul - 11 Jul	12 Jul - 18 Jul	19 Jul - 25 Jul
26 Jul - 01 Aug	02 Aug - 08 Aug	09 Aug - 15 Aug	16 Aug - 22 Aug	23 Aug - 29 Aug
30 Aug - 05 Sep	06 Sep - 12 Sep	13 Sep - 19 Sep	20 Sep - 26 Sep	27 Sep - 03 Oct
04 Oct - 10 Oct	11 Oct - 17 Oct	18 Oct - 24 Oct	25 Oct - 31 Oct	01 Nov - 07 Nov
08 Nov - 14 Nov	15 Nov - 21 Nov	22 Nov - 28 Nov	29 Nov - 05 Dec	06 Dec - 12 Dec
13 Dec - 19 Dec	20 Dec - 26 Dec	27 Dec - 31 Dec		


Figure: 'Employee Weekly Leave Calendar' Screen

3 Pending Approvals

This module allows an employee to approve their leaves and other requests related to LMS. This module is role based module, where an employee, who is a supervisor, can view more sections than the employees, who are direct reportees.

The below screenshot shows the options available in Pending Approvals section for a Team Member and a Supervisor:

Welcome [Employee Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: [Manage my leave/holiday](#) > [View Leave Card](#)

Manage my leave/holiday > **Pending Approvals** > **Reports**

Employee Id : [Employee ID] **Gender** : [Gender]
Holiday List : [Holiday List]

Approval For Leave Plan
Delegate LMS Approver
Acknowledge LMS Approver Delegation
Weekly Off Approval
Holiday List Mapping Approval

Year : 2015

Leave Card

Current Balance 6 Days The leave debited are as per posted Clarity timecard as of 23 Dec 2015 10:37:05 IST

Annual Leave


SerialNo	Description	StartDate	EndDate	Credit (Days)	Debit (Days)	Balance (Days)
1	Leave carried forward from previous year	N.A.	N.A.	1		1
2	Leave taken	02 Jan 2015	02 Jan 2015		1	0
3	Leave taken	27 Jan 2015	27 Jan 2015		1	-1
4	Leave credited for January 2015	N.A.	N.A.	1.8		0.8
5	Leave taken	09 Feb 2015	11 Feb 2015		3	-2.2
6	Leave credited for February 2015	N.A.	N.A.	1.8		-0.4
7	Leave taken	11 Mar 2015	11 Mar 2015		1	-1.4
8	Leave credited for March 2015	N.A.	N.A.	1.8		0.4
9	Leave credited for April 2015	N.A.	N.A.	1.8		2.2
10	Leave taken	18 May 2015	18 May 2015		1	1.2
11	Leave taken	20 May 2015	20 May 2015		1	0.2
12	Leave credited for May 2015	N.A.	N.A.	1.8		2

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	01 Jan 2015	01 Jan 2015	1 day(s)
2	26 Jan 2015	26 Jan 2015	1 day(s)
3	25 Sep 2015	25 Sep 2015	1 day(s)
4	02 Oct 2015	02 Oct 2015	1 day(s)
5	22 Oct 2015	22 Oct 2015	1 day(s)

Figure: 'Pending Approvals' Module for Supervisor

Welcome [Employee Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

 **Help!** For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday [View Leave Card](#)

Manage my leave/holiday [Employee Id](#) : [Employee ID] Gender : Female
 Pending Approvals [Acknowledge LMS Approver Delegation](#) [Holiday List](#) : Pune
 Reports [more details...](#)

Year * 2015

Leave Card

Current Balance 14.4 Days The leave debited are as per posted Clarity timecard as of 23 Dec 2015 10:37:05 IST

Annual Leave

SerialNo	Description	StartDate	EndDate	Credit (Days)	Debit (Days)	Balance (Days)
1	Leave credited for February 2015	N.A.	N.A.			0
2	Leave credited for March 2015	N.A.	N.A.	1.8		1.8
3	Leave credited for April 2015	N.A.	N.A.	1.8		3.6
4	Leave credited for May 2015	N.A.	N.A.	1.8		5.4
5	Leave credited for June 2015	N.A.	N.A.	1.8		7.2
6	Leave credited for July 2015	N.A.	N.A.	1.8		9
7	Leave taken	18 Aug 2015	18 Aug 2015		1	8
8	Leave credited for August 2015	N.A.	N.A.	1.8		9.8
9	Leave credited for September 2015	N.A.	N.A.	1.8		11.6
10	Leave taken	06 Oct 2015	06 Oct 2015		1	10.6
11	Leave taken	27 Oct 2015	27 Oct 2015		1	9.6
12	Leave credited for October 2015	N.A.	N.A.	1.8		11.4

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	06 Mar 2015	06 Mar 2015	1 day(s)
2	01 May 2015	01 May 2015	1 day(s)
3	17 Sep 2015	17 Sep 2015	1 day(s)
4	25 Sep 2015	25 Sep 2015	1 day(s)
5	02 Oct 2015	02 Oct 2015	1 day(s)
6	22 Oct 2015	22 Oct 2015	1 day(s)

Figure: 'Pending Approval' Screen for Team Member

3.1 Approval for Leave Plan

This section is visible only to an employee who is a supervisor. 'Approval for Leave Plan', as the name suggests is the section in which a supervisor approves leaves for an employee.

Supervisor can view all the employee's leave details, listed in a table. The fields available in the table are Employee ID, Employee Name, Leave Type, Leave Start Date, Leave End Date, Effective Leave, and Status Remarks.

The following snapshot shows the same:

Welcome [Employee Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

 **Help!** For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Pending Approvals [Approval For Leave Plan](#)

Manage my leave/holiday [Approval For Leave Plan](#)

Pending Approvals [Employee ID](#) [Employee Name](#) [Leave Type](#) [Leave Start Date](#) [Leave End Date](#) [Effective Leave](#) [Status](#) [Remarks](#)

Reports [No records found!!](#)

Figure: 'Approval for Leave Plan' Screen

Supervisor need to select the check-box present beside employee's id and then approve or reject the request accordingly.

3.2 Delegate LMS Approver

As a Supervisor of a team, an employee can change the LMS Approver of his team members for a specified duration.

Following is the snapshot for the same:



Employee Name *

Delegated Approver *

Start Date *

End Date *

Employee Name	Delegated Approver	Current Status	Start Date	End Date	Edit	Delete
[Employee Name]	[Delegated Approver]	Approved	01 Jun 2015	14 Jun 2015	Edit	Delete
[Employee Name]	[Delegated Approver]	Submitted	01 Jun 2015	14 Jun 2015	Edit	Delete

Figure: 'Delegate LMS Approver' Screen

To delegate an LMS approver, Supervisor needs to select the name of the employee for whom they want to delegate the LMS Approver from the 'Employee Name' drop-down. Then select the name of the Approver for that employee and fill-in the duration for which the supervisor want to do the delegation and click Submit. On click of 'Submit' button, the request goes to the Delegated Approver's queue for the acceptance.

3.3 Acknowledge LMS Approver Delegation

An employee can acknowledge delegation as an LMS approver, in this section. If there are any delegations, in an employee's queue, then they can either accept or reject them by clicking on accept or decline button.

Following snapshot shows 'Acknowledge LMS Approver Delegation' screen:

Welcome [User Name]!

[India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Pending Approvals **Acknowledge LMS Approver Delegation**

Manage my leave/holiday > **Acknowledge LMS Approver Delegation**

Pending Approvals >

Reports >

<input type="checkbox"/>	Employee Name	Start Date	End Date	Remarks
<input checked="" type="checkbox"/>	[Employee Name]	01 Jun 2015	14 Jun 2015	

Figure: 'Acknowledge LMS Approver Delegation' Screen.

To do so, employee needs to select the check box beside the employee name, enter remarks and click on Accept/Decline button.

Note: This section, 'Acknowledge LMS Approver Delegation', is visible to all employees who are Direct Reportees or Supervisors.

3.4 Weekly Off Approval

This section allows the supervisors to approve weekly off requests, raised in '[Modify Weekly Off](#)' section. Supervisor needs to select the checkbox present just before the 'Employee Name', enter remarks (if any) and then select 'Approve'.

The following screenshot shows the 'Weekly Off Approval' screen:

Welcome [User Name]!

[India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Pending Approvals **Weekly Off Approval**

Manage my leave/holiday > **Weekly Off Approval**

Pending Approvals >

Reports >

<input type="checkbox"/>	Employee Name	Start Date	End Date	First Weekly Off	Second Weekly Off	Remarks
<input checked="" type="checkbox"/>	[Employee Name]	10 Jun 2015	25 Jun 2015	Tuesday	Wednesday	

Figure: 'Weekly Off Approval' Screen

3.5 Holiday List Mapping Approval

This section allows the supervisors to approve holiday list mapping requests, raised in '[Mapping Holiday List](#)' section, by their Direct Reportees. Supervisor needs to select the checkbox present just before the 'Employee Name', enter remarks (if any) and then select 'Approve'.

The following screenshot shows the 'Weekly Off Approval' screen:



Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Pending Approvals > **Holiday List Mapping Approval**

Holiday List Mapping Approval

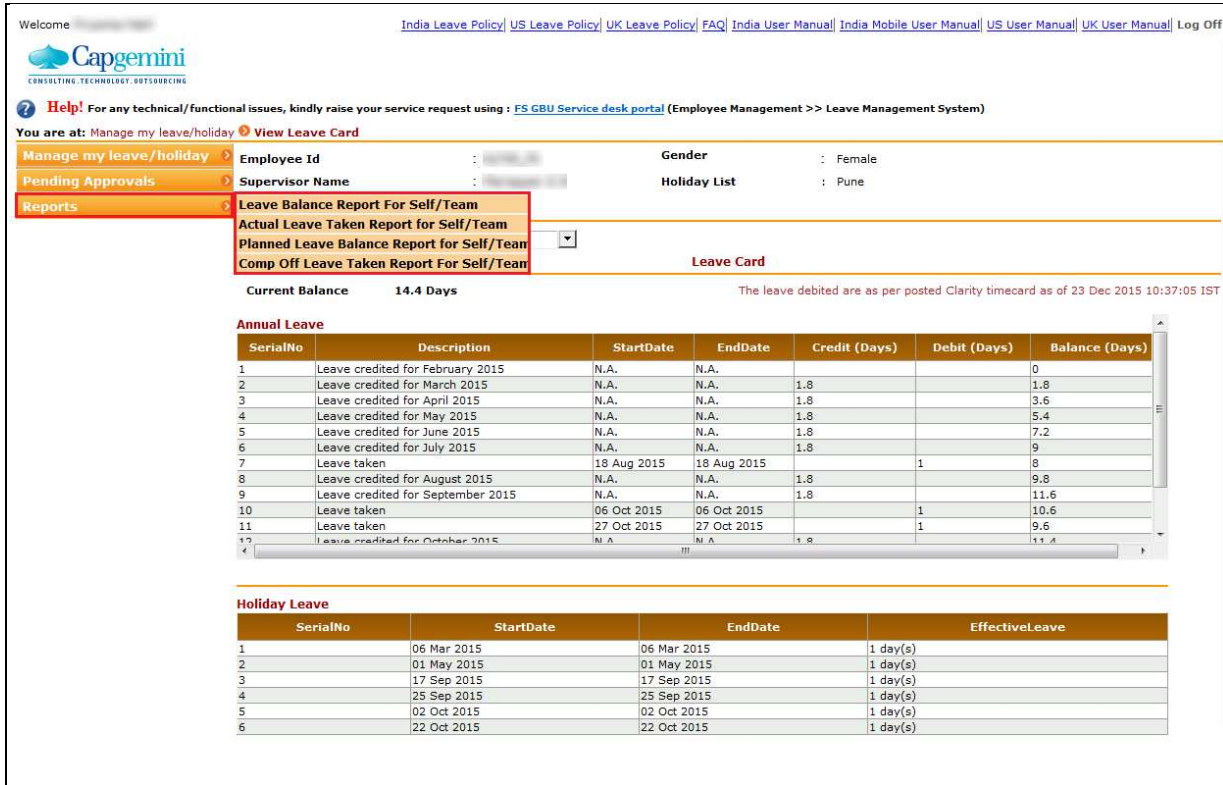
<input type="checkbox"/>	Employee Name	Account	Captive Location	Start Date	End Date	Remarks	
<input checked="" type="checkbox"/>	[Employee Name]	[Account]	US	01 Jun 2015	30 Jun 2015	[Remarks]	View

Figure: 'Holiday List Mapping Approval' Screen

4 Reports

This module allows an employee to generate leave reports for themselves or for their team. The various types of reports generated in this module are Leave Balance, Actual Leave Taken, Planned Leave Balance, and Comp off Leave Balance.

The below screenshot shows the options available in Reports section of LMS:



Welcome [Employee Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Manage my leave/holiday > **View Leave Card**

Manage my leave/holiday > Employee Id : [Employee ID] Gender : Female
Pending Approvals > Supervisor Name : [Supervisor Name] Holiday List : Pune
Reports > **Leave Balance Report For Self/Team**
 Actual Leave Taken Report For Self/Team
 Planned Leave Balance Report for Self/Team
 Comp Off Leave Taken Report For Self/Team

Leave Card

Current Balance **14.4 Days** The leave debited are as per posted Clarity timecard as of 23 Dec 2015 10:37:05 IST

Annual Leave

SerialNo	Description	StartDate	EndDate	Credit (Days)	Debit (Days)	Balance (Days)
1	Leave credited for February 2015	N.A.	N.A.			0
2	Leave credited for March 2015	N.A.	N.A.	1.8		1.8
3	Leave credited for April 2015	N.A.	N.A.	1.8		3.6
4	Leave credited for May 2015	N.A.	N.A.	1.8		5.4
5	Leave credited for June 2015	N.A.	N.A.	1.8		7.2
6	Leave credited for July 2015	N.A.	N.A.	1.8		9
7	Leave taken	18 Aug 2015	18 Aug 2015		1	8
8	Leave credited for August 2015	N.A.	N.A.	1.8		9.8
9	Leave credited for September 2015	N.A.	N.A.	1.8		11.6
10	Leave taken	06 Oct 2015	06 Oct 2015		1	10.6
11	Leave taken	27 Oct 2015	27 Oct 2015		1	9.6
12	Leave credited for October 2015	N.A.	N.A.	1.8		11.4

Holiday Leave

SerialNo	StartDate	EndDate	EffectiveLeave
1	06 Mar 2015	06 Mar 2015	1 day(s)
2	01 May 2015	01 May 2015	1 day(s)
3	17 Sep 2015	17 Sep 2015	1 day(s)
4	25 Sep 2015	25 Sep 2015	1 day(s)
5	02 Oct 2015	02 Oct 2015	1 day(s)
6	22 Oct 2015	22 Oct 2015	1 day(s)

Figure: 'Pending Approvals' Module for Supervisor


4.1 Leave Balance Report for Self/Team

'Leave Balance Report for Self/Team' section, generates reports for various types of leaves taken by an employee or by their Team members.

A supervisor can export the report generated to an excel sheet or as a .pdf file as they require, whereas a team member can just view the details of the leaves.

Below is the screenshot of the 'Leave Balance Report for Self/Team', viewable under 'Reports' tab menu option for a supervisor and a team member:

Welcome [User Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Reports **Leave Balance Report For Self/Team**

Manage my leave/holiday > **Leave Balance Report For Self / Team**

Pending Approvals >

Reports >

100% Find | Next Select a format Export


This is based on actuals submitted in Clarity

Employee Id	Employee Name	Leave Type	Current Leave Balance	Projected Leave Balance	Year
[Redacted]	[Redacted]	Annual Leave	6 Day(s)	N.A.	2015
[Redacted]	[Redacted]	Annual Leave	11 Day(s)	N.A.	2015
[Redacted]	[Redacted]	Annual Leave	15 Day(s)	N.A.	2015
[Redacted]	[Redacted]	Annual Leave	18 Day(s)	N.A.	2015
[Redacted]	[Redacted]	Annual Leave	3 Day(s)	N.A.	2015

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Figure: 'Leave Balance Report for Self/Team' Screen visible to a Supervisor

Welcome [User Name] [India Leave Policy](#) [US Leave Policy](#) [UK Leave Policy](#) [FAQ](#) [India User Manual](#) [India Mobile User Manual](#) [US User Manual](#) [UK User Manual](#) [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Reports **Leave Balance Report For Self/Team**

Manage my leave/holiday > **Leave Balance Report For Self / Team**

Pending Approvals >

Reports >

This is based on actuals submitted in Clarity

Employee Id	Employee Name	Leave Type	Current Leave Balance	Projected Leave Balance	Year
[Redacted]	[Redacted]	Annual Leave	14.4 Day(s)	N.A.	2015

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Figure: 'Leave Balance Report for Self/Team' Screen visible to a Team Member

The fields available in the 'Leave Balance Report for Self/Team' are – Employee ID, Employee Name, Leave Type, Current Leave Balance, Projected Leave Balance, and Year for which the reports are been displayed.

Note: Since, Projected Leave concept removed from LMS the Projected Leave Balance column would be empty for FSSBU India employee.

4.2 Actual Leave Taken Report for Self / Team

'Actual Leave Taken Report for Self / Team' section, generates reports for actual number of leaves taken by an employee or by their Team members.

An employee can also export the report generated, to an excel sheet or as a .pdf file as they require.

Below is the screenshot of the 'Actual Leave Taken Report for Self / Team', viewable under 'Reports' tab menu option for an employee:



Welcome Alethea Richard!

[India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Help! For any technical/functional issues, kindly raise your service request using : [FS GBU Service desk portal](#) (Employee Management >> Leave Management System)

You are at: Reports > **Actual Leave Taken Report for Self / Team**

Manage my leave/holiday > **Actual Leave Taken Report For Self / Team**

Pending Approvals >

Reports >

Year * -- Select --

-- Select --

2011

2012

2013


2014

2015

Figure: 'Actual Leave Taken Report for Self/Team' Screen

Employee needs to select the year for which they want to generate the report from the 'Year' drop-down present on the screen and click on the 'Generate Report' button. On click of the button, all the leaves taken by the Employee and their Team Member are displayed in a table below. The following snapshot shows the same:

Welcome [User Name] | [India Leave Policy](#) | [US Leave Policy](#) | [UK Leave Policy](#) | [FAQ](#) | [India User Manual](#) | [US User Manual](#) | [UK User Manual](#) | [Log Off](#)

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Actual Leave Taken Report For Self / Team

Year * 2015

Generate Report

1 of 1 100% Find | Next Select a format Export

Employee ID	Employee Name	Leave Type	Leave Taken Date
17852_25	Jeffrey Richard	Holiday Leave	01 Jan 2015
17852_25	Jeffrey Richard	Annual Leave	02 Jan 2015
17852_25	Jeffrey Richard	Holiday Leave	26 Jan 2015
17852_25	Jeffrey Richard	Annual Leave	27 Jan 2015
17852_25	Jeffrey Richard	Annual Leave	09 Feb 2015
17852_25	Jeffrey Richard	Annual Leave	10 Feb 2015
17852_25	Jeffrey Richard	Annual Leave	11 Feb 2015
17852_25	Jeffrey Richard	Annual Leave	11 Mar 2015
88552_25	Santhosh Kumar	Holiday Leave	01 Jan 2015
88552_25	Santhosh Kumar	Annual Leave	02 Jan 2015
88552_25	Santhosh Kumar	Holiday Leave	26 Jan 2015
88552_25	Santhosh Kumar	Annual Leave	16 Feb 2015
88552_25	Santhosh Kumar	Holiday Leave	06 Mar 2015
28888_25	John Thomas	Holiday Leave	01 Jan 2015

Figure: 'Report Generated After Click of "Generate Report" Button'

The fields available in the 'Actual Leave Taken Report for Self / Team' are – Employee ID, Employee Name, Leave Type, and Leave Taken Date for the year requested.


4.3 Planned Leave Balance Report for Self / Team

'Planned Leave Balance Report for Self/Team' section generates reports for all the planned leaves declared by an employee or by their Team members till date along with the leave balance.

An employee can also export the report generated, to an excel sheet or as a .pdf file as they require.

Below is the screenshot of the 'Planned Leave Balance Report for Self/Team', viewable under 'Reports' tab menu option for an employee:

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You are at: Reports > **Planned Leave Balance Report for Self/Team**

Manage my leave/holiday > **Planned Leave Balance Report For Self / Team**

Pending Approvals >

Reports >

1 of 2 | 100% | Find | Next | Select a format | Export

This is based on leave planned in LMS

Employee Id	Employee Name	Leave Type	Start Date	End Date	Effective Leave	Leave Balance
17651_26	Abhishek Kumar	Annual Leave	01 Feb 2013	06 Feb 2013	4 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	02 Jan 2013	31 Jan 2013	22 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	02 Jan 2015	02 Jan 2015	1 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	02 May 2014	02 May 2014	1 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	05 May 2014	07 May 2014	3 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	10 Dec 2012	20 Dec 2012	9 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	10 Jul 2012	10 Jul 2012	1 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	12 Dec 2014	12 Dec 2014	1 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	12 Mar 2012	12 Mar 2012	1 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	13 Jul 2012	18 Jul 2012	4 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	16 Jun 2014	16 Jun 2014	1 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	18 Feb 2014	21 Feb 2014	4 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	18 Jun 2014	18 Jun 2014	1 Day(s)	0.4 Day(s)
17651_26	Abhishek Kumar	Annual Leave	20 Jun 2014	20 Jun 2014	1 Day(s)	0.4 Day(s)

Figure: 'Planned Leave Balance Report for Self/Team' Screen

The fields available in the 'Planned Leave Balance Report for Self / Team' are – Employee ID, Employee Name, Leave Type, Start Date, End Date, Effective Date, and Leave Balance.

4.4 Comp Off Leave Taken Report For Self / Team

This section generates reports for all the comp off leaves taken by an employee in lieu of some other day worked extra or by themselves or by team members till date.


Employee can also export the generated report to an excel sheet, or to a .pdf file, as they require.

Below is the screenshot of the 'Comp Off Leave Taken Report for Self/Team', viewable under 'Reports' tab menu option for an employee:



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Manage my leave/holiday **Comp Off Leave Taken Report For Self / Team**

Pending Approvals

Reports

1 of 1 100% Find | Next Select a format Export

Employee Id	Employee Name	Comp Off Date	In_Lieu_Of_Date

Figure: 'Comp Off Leave Taken Report for Self/Team' Screen

The fields available in the 'Comp Off Leave Taken Report for Self / Team' are – Employee ID, Employee Name, Comp Off Date, and In_Lieu_Of_Date against which the comp off leave had been requested.