



User Manual of Leave Management Module



1. General Information

1.1 Acronyms and Abbreviations:

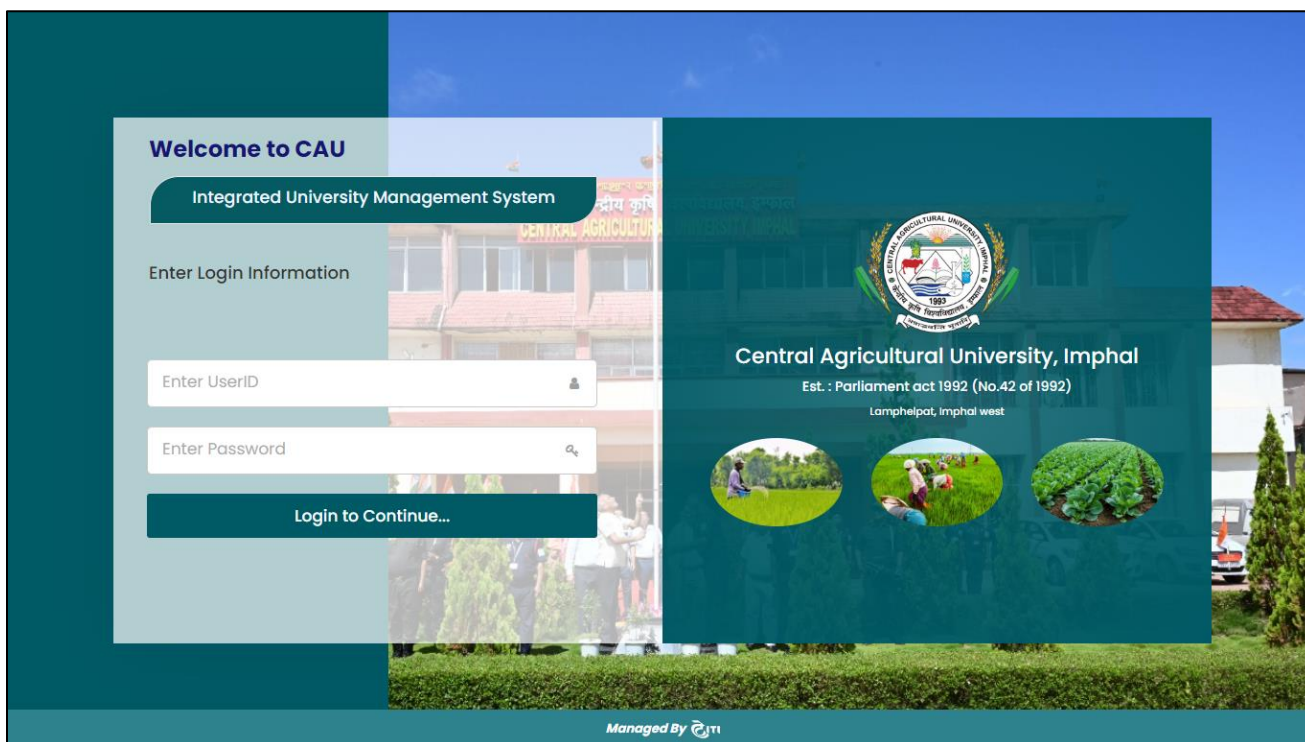
<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	EL	Earn Leave
4	HPL	Half Pay Leave
5	CL	Casual Leave
6	EOL	Extra Ordinary Leave

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **CAU ERP** Login Page.

<http://120.138.8.151:8080/cau-iums/>

Note: If user clicks on the above-mentioned link then application will be launched in default browser.

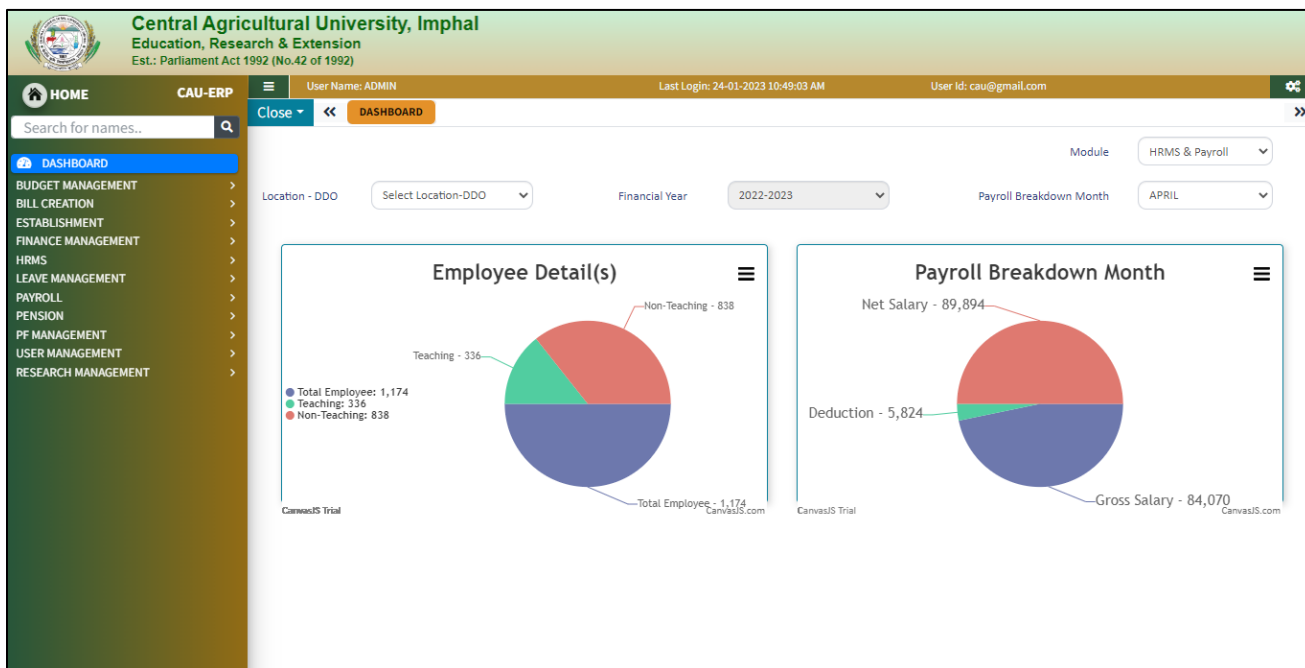
User will be prompted to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':



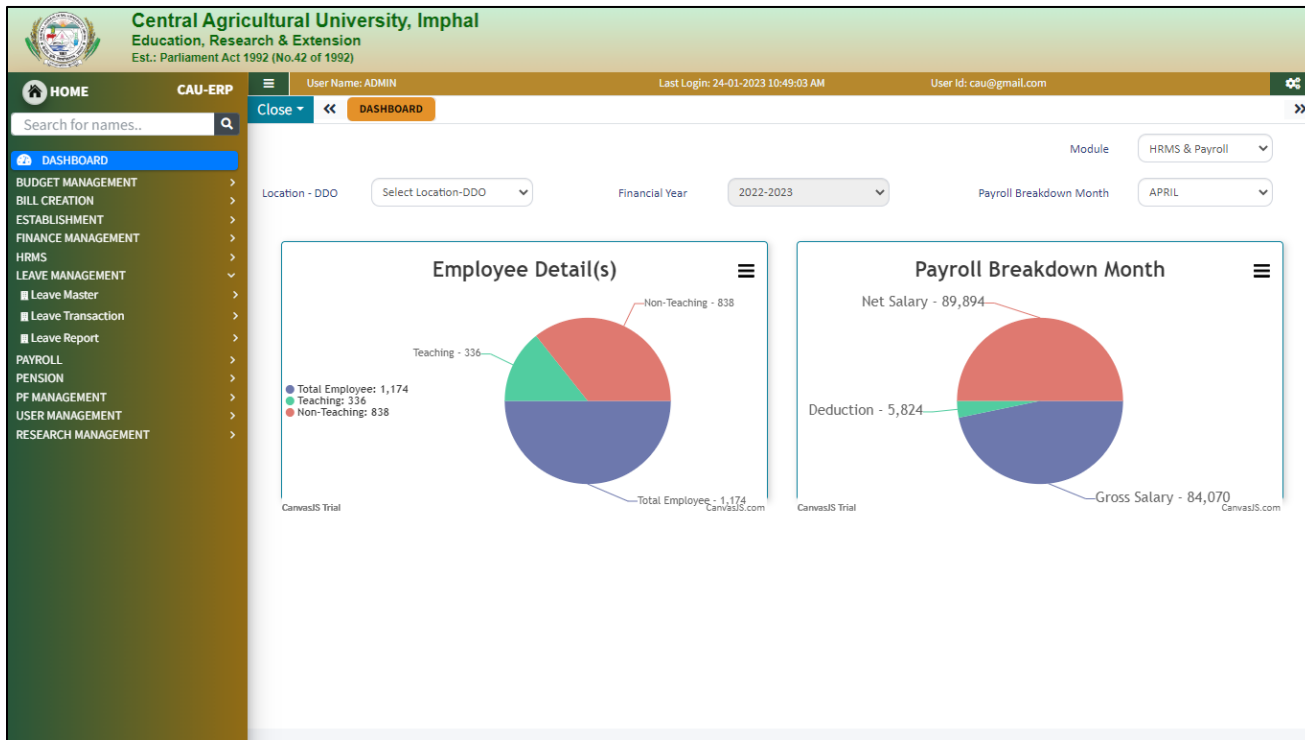
The screenshot displays the CAU login interface. On the left, a light blue sidebar contains the text 'Welcome to CAU' and 'Integrated University Management System'. Below this, it prompts the user to 'Enter Login Information' with input fields for 'Enter UserID' and 'Enter Password', followed by a 'Login to Continue...' button. The main area features a dark teal background with the CAU logo, the text 'Central Agricultural University, Imphal', and 'Est. : Parliament act 1992 (No.42 of 1992)'. It also includes three circular images showing agricultural activities and a footer that reads 'Managed By CITI'.

Enter the valid 'User ID' and 'Password',
For Example: User ID- cau@gmail.com and Password-**cau@123** then click on 'Login to Continue...' button to navigate to 'Module Home Page' as shown below:

User Manual Document (Leave Management)

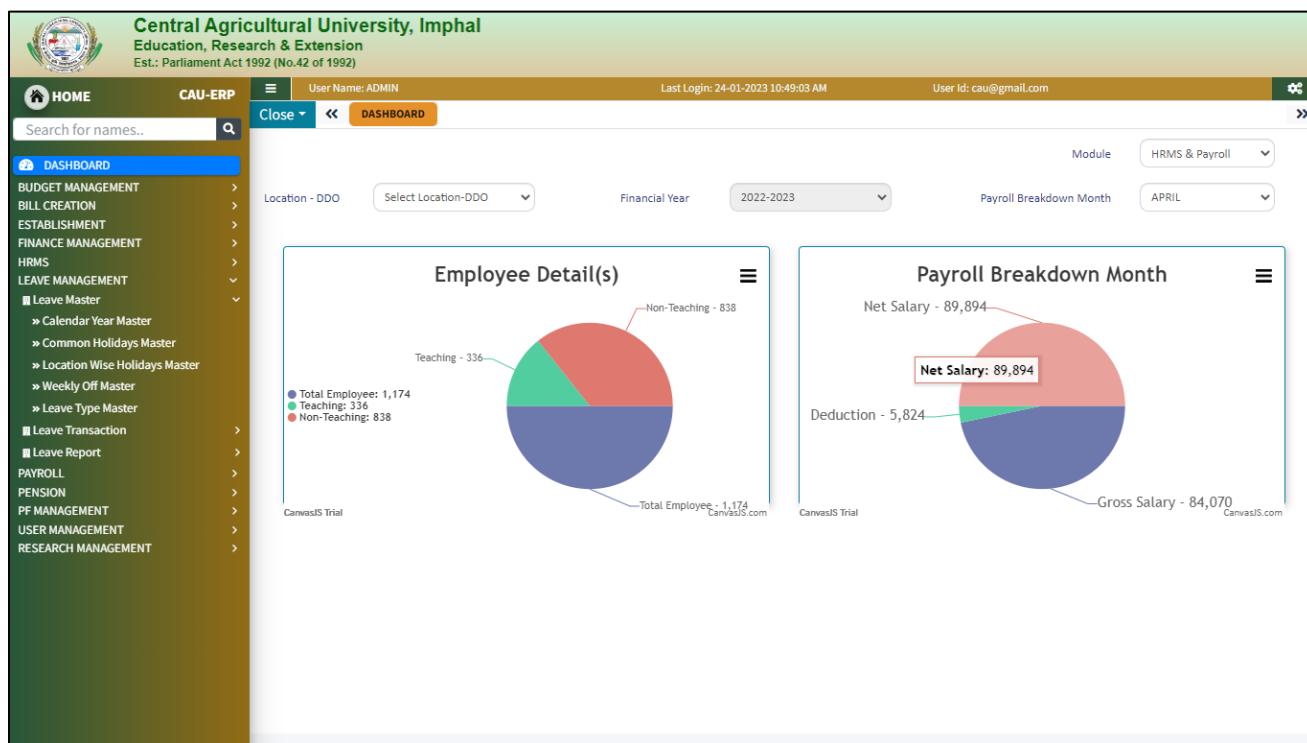


- Click on 'Leave Management' menu from left side, then sub menu list will be displayed as 'Leave Master', 'Leave Transaction' & 'Leave Report' as shown below:



User Manual Document (Leave Management)

- Click on '**Leave Master**' menu, then sub menu list will be displayed as shown below:



- **Leave Master**

1. Calendar Year Master:

From 'Calendar Year Master' page, Admin user will be able to create class wise calendar year (e.g. for 'Teaching' and 'Non-Teaching' employee(s)).

- Click on '**Calendar Year Master**' menu link, under '**Leave Master**' sub menu, then page will be opened as shown below:

Calendar Year MasterAdvance Search

Year *

Select Financial Year

Class *

Select Class Type

From Date *

From Date

To Date *

To Date

Save

Reset

List of Leave Year

Run Date : 24-01-2023 10:56:14

Download

Show All entries

S.No.	Year	Class	From Date	To Date	Status	Edit	Delete
1	2019	Teaching	01/01/2019	31/12/2019	In-Active	Edit	Delete
2	2021	Teaching	01/01/2021	31/12/2021	In-Active	Edit	Delete
3	2022	Non-Teaching	01/01/2022	30/12/2022	In-Active	Edit	Delete
4	2022	Teaching	01/01/2022	31/12/2022	In-Active	Edit	Delete
5	2023	Non-Teaching	01/01/2023	30/12/2023	Active		
6	2023	Teaching	01/01/2023	28/12/2023	Active		
7	2024	Teaching	01/01/2024	30/12/2024	In-Active	Edit	Delete

Showing 1 to 7 of 7 entries

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⇒ Steps to Create New Record:

- Click on the '**Year**' drop down and select the year, for **ex: 2022**.
- Click on the '**Class**' drop down and select the class, For **ex: Teaching**
- Select the date '**From date**' to '**To Date**' drop-down.
- Click on '**Save**' button, then system will display a message as '**Calendar Year Saved Successfully!**' and record will get added in '**List of Leave Year**' table.
- On page load, it will display all saved calendar year in '**List of Leave Year**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created calendar year by clicking on '**Edit**' button from saved records in '**List of leave(s)**' table.
- If created records are being used in any other pages then it cannot be deleted.
- Active calendar year cannot be edited & deleted.
- 'In-Active' calendar year cannot be deleted also if its reference has been used previously or any transaction pages.

2. Common Holidays Master:

Using this page, Admin users can create '**Common Holidays**' for their Employee(s), created holidays will be used in transaction pages during availing, approval leaves.

- Click on '**Common Holiday Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Common Holidays MasterAdvance Search

Holiday Type *

Select Holiday Type

Common Holiday *

Common Holiday

Display Order *

Display Order

Remarks

Remarks

Save

Reset

List of Holiday Type

Run Date : 24-01-2023 10:59:43

Download

Show

All

entries

S.No.	Holiday Type	Common Holiday	Display Order	Edit	Delete
1	common	comm	9	Edit	Delete
2	common	common	1	Edit	Delete
3	common	Good Friday	3	Edit	Delete
4	common	Holi	2	Edit	Delete
5	common	Pongal	5	Edit	Delete
6	gazetted	test	4	Edit	Delete

Showing 1 to 6 of 6 entries

Previous

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Next


⇒ Steps to Create Common Holidays Record:


- Click on 'Holiday Type' drop down and select the value for ex 'Common Holiday'.
- Enter the name of 'Common Holiday' in 'Common Holiday' text box. For ex: 'Holi'.
- Enter numeric value in 'Display Order' text box. For ex: 1, 2 etc.
- Click on '**Save**' button, then system will display a message as '**Common Holiday Saved Successfully!**' and record will get added in '**List of Holiday Type**' table.
- On page load, it will display all the saved holiday in '**List of Holiday Type**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created record by clicking on 'Edit' button from saved records in '**List of Holiday Type**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

3. Location Wise Holiday Master:

Using this page user can map all the created holiday(s) with respective locations. Created/Mapped 'Location Wise Holidays' will be displayed in 'Leave Transaction' and 'Leave Request' pages.

- Click on 'Location wise holiday master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Location Wise Holiday Master Advance Search 

New Record 


Location *
Select Location

DDO *
Select DDO















Year
Select Year

View

Reset

List of Location Wise Holiday(s) Run Date : 24-01-2023 11:02:03 Download 

Show 20 entries

S.No.	Location	DDO	Year	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	2023	 Edit	 Delete
2	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	2022	 Edit	 Delete
3	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	2023	 Edit	 Delete
4	College of Agriculture, Kyrdemkulai, Meghalaya	College of Agriculture, Kyrdemkulai, Meghalaya	2022	 Edit	 Delete
5	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	2023	 Edit	 Delete
6	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	2022	 Edit	 Delete
7	College of Veterinary and Animal	College of Veterinary Science and Animal	2023	 Edit	 Delete


Showing 1 to 8 of 8 entries Previous 1 Next

⇒ Steps to create 'Location wise Holidays' record.

- 'Location' and 'DDO' fields will be selected automatically as per logged in user.
- Select value from 'Year' drop down and click on 'View' button, then page will be displayed as given below:

User Manual Document (Leave Management)

Location Wise Holiday Master

Advance Search 

New Record

Location *

College of Community Science, Tura, Meghalaya

DOO *

College of Community Science, Tura, Meghalaya

Year

2023

View

Reset

List of Location Wise Holiday(s)

Run Date : 24-01-2023 11:22:54

Download

Show All entries

S.No.	Common Holiday	Holiday Type	Year	From Date	To Date
1	comm	common	2023	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
2	common	common	2023	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
3	Good Friday	common	2023	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
4	Holi	common	2023	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
5	Pongal	common	2023	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>

Showing 1 to 6 of 6 entries

Previous 1 Next

Save

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display a message as **'Common Holiday Saved Successfully!'** and record will get added in **'List of location wise holiday(s)'** table.
- On page load, it will display all the saved holiday(s) in **'List of Location wise Holiday(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created holiday by clicking on **'Edit'** button from saved records in **'List of Location Wise Holiday(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

4. Weekly Off Master:

Using this page, Admin user can manage Week Off and Week Off can also be half day working. Created 'Weekly Off' will be displayed in 'Leave Transaction' page and 'Leave Request' page to calculate leave count.

- Click on 'Weekly off master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Weekly Off Master

Advance Search

New Record

Week Off Location(s)

Select Location

DDO

Select DDO

View

Reset

List of Week Off Location(s)

Run Date : 24-01-2023 11:29:00

Download

Show

All

entries

S.No.	Location Name	DDO	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Edit	Delete
2	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU[II], Umiam, Ri Bhol District, Meghalaya	Edit	Delete
3	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Edit	Delete
4	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Irosemba, Imphal	Edit	Delete
5	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Edit	Delete
6	College of Veterinary and Animal Husbandry, Jalukie, Nagaland	College of Veterinary Science and Animal Husbandry, Jalukie, Peren, Nagaland	Edit	Delete

Showing 1 to 6 of 6 entries

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⇒ Steps to Create New Record:

- 'Location' and 'DDO' fields will be selected automatically as per logged in user.
- Click on 'View' button, then page will be displayed as given below:

User Manual Document (Leave Management)

Weekly Off Master
[Advance Search](#)

New Record

Week Off Location(s)

CAU, Head Quarter

DDO

Comptroller Office, CAU HQ, Imphal

View

Reset

List of Weekly Off

Run Date : 17-07-2023 17:15:02

Download

S.No.	Days	1st	2nd	3rd	4th	5th	6th
1	MONDAY	Working	Working	Working	Working	Working	Working
2	TUESDAY	Working	Working	Working	Working	Working	Working
3	WEDNESDAY	Working	Working	Working	Working	Working	Working
4	THURSDAY	Working	Working	Working	Working	Working	Working
5	FRIDAY	Working	Working	Working	Working	Working	Working
6	SATURDAY	Full Day Off	Full Day Off	Full Day Off	Full Day Off	Full Day Off	Full Day Off
7	SUNDAY	Full Day Off	Full Day Off	Full Day Off	Full Day Off	Full Day Off	Full Day Off

Showing 1 to 7 of 7 entries

Update

Reset

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as 'Weekly off Updated successfully' and record will get added in **'List of Week off Location(s)'** table.
- On page load, it will display all saved weeks off in **'List of Week off Location(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created salutation details by clicking on **'Edit'** button from saved records in **'List of Week off Location(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



5. Leave Type Master:

Using this page, Admin user can create & manage rules for different type of Leave like CL, EL, EOL, HPL, Maternity Leave, Child Care Leave etc., Created leave type wise rules will be displayed in 'Employee Leave Assign', 'Leave Transaction', 'Leave Encashment', 'Leave Carry Forward', 'Leave Request', 'Leave Approval' and related 'Reports'

- Click on 'Leave Type Master' menu link, under 'Leave Master' sub menu, then page will be opened as shown below:

Leave Type Master

Advance Search

New Record

Leave Type *

Leave Type

Short Description *

Short Description

Holiday Type *

Select Holiday Type

Gender *

Select Gender

Fixed Leave Type

Select Fixed Leave Type

Remarks

Remarks

Leave Details

Nature Type *

Select Nature Type

Employee Class *

Select Employee Class

Max Leave Per Year *

Max Leave Per Year

Max Leave Balance *

Max Leave Balance

Leave Limit Per Instance *

Leave Limit Per Instance

Eligibility (In Days) *

Eligibility (In Days)

Carry Forward

☐

Carry Forward Limit

Carry Forward Limit

Off Covered

☐

Cashable

☐

Leaves Encashment Before Retirement

Leaves Encashment Before Retirement

Leaves Encashment After Retirement

Leaves Encashment After Retirement

Amount

Amount

Formula

Select Formula

Fixed Time Issue

☐

Total Time Issue

Total Time Issue

Clubbed Leave

☐ Earned Leave

☐ Casual Leave

☐ Half Pay Leave

☐ Restricted Holiday

☐ Sick Leave

Add New



User Manual Document (Leave Management)

List Of Leave Detail(s)

S.No.	Nature Type	Employee Class	Max Leave per Year	Carry Fwd	Leave Limit Per Instance	Fixed Time Issue	Cashable	Clubbed Leave	Edit	Delete
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Save

Reset

List of Leave Type

Run Date : 17-07-2023 17:37:59

Download

Show | All | entries

S.No.	Leave Type	Short Description	Holiday Type	Gender	Edit	Delete
1	Earned Leave	EL	common	BOTH	Edit	Delete
2	Casual Leave	CL	common	BOTH	Edit	Delete
3	Half Pay Leave	HPL	common	BOTH	Edit	Delete
4	Restricted Holiday	RH	common	BOTH	Edit	Delete
5	Extra Ordinary Leave	EOL	common	BOTH	Edit	Delete
6	Maternity Leave	ML	common	FEMALE	Edit	Delete
7	Paternity Leave	PL	common	MALE	Edit	Delete
8	Child Care Leave	CCL	common	FEMALE	Edit	Delete

Showing 1 to 8 of 8 entries

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⇒ Steps to Create New Record:

- Enter value in 'Leave Type' text box. For ex: **Casual Leave**.
- Enter value in 'Short Description' text box. For ex CL
- Click on 'Holiday Type' drop down and select the type.
- Select a value from 'Gender' drop down for e.g. Male, now this Leave Type would display for male employees for all the transaction pages.
- Select a value from 'Nature Type' drop down e.g. permanent. Now, this Leave Type would be displayed for permanent employees (Not for Deputation & Temporary employees).
- Select a value from 'Employee Category' drop down e.g. Teaching, now this 'Leave Type' will be applicable for teaching employees only (not for Non-Teaching). And leave type will be displayed in all the transaction pages.
- Enter a value in 'Eligibility (In Months)' text box. It means, after how many days employee will be eligible for this leave as per their joining date, accordingly leave type will be displayed in transaction page.
- Enter a value in 'Max Leave per Year' text box e.g. 15. It means employees can take a maximum of 15 leave in a year for this Leave Type.
- Enter a value in 'Max Leave Balance' text box e.g. 30. It means employee can keep maximum of 30 leave in his/her leave account for a year for this Leave Type.
- User marks 'Carry Forward' check box and enters the carry forward limit in 'Carry Forward Limit' text box for a Leave Type. Now this Leave Type will be displayed in 'Leave Carry Forward' page.
- User marks 'Cashable' check box, for a Leave Type; then that Leave Type will be displayed in 'Leave Encashment' page with entered limit.



Note: 1) After marking the 'Cashable' check box, 'Leaves Encashment before Retirement', 'Leaves Encashment after Retirement', 'Formula' & 'Amount' controls will be enabled.

2) User can select value either from 'Formula' drop down or set 'Amount' manually.

3) Created formula from 'Formula Master' page will be displayed in 'Formula' drop down.

- Enter a value in 'Leaves Encashment before Retirement' text box e.g. 20. It means employee will be eligible to encash maximum 20 leaves before his retirement & it will be used in transaction pages (e.g. Leave Transaction, Leave Encashment, etc.).

- Enter a value in '**Leave Limit per Instance**' text box e.g. 10. It means employees can take a maximum 10 leave at a time it will be used in transaction pages (e.g. Leave Transaction, etc.).

- Enter a value in '**Leaves Encashment after Retirement**' text box e.g. 20. It means employee will be eligible to encash maximum 20 leaves after his retirement & it will be used in transaction pages (e.g. Leave Transaction, Leave Encashment, etc.).

- User marks '**Off Covered**' check box for a Leave Type then that Leave Type will be covered off days as leave in Leave Transaction & Leave Request page.

- User marks '**Fixed Times Issue**' check box and enters the value in '**Total Times Issue**' (e.g.2) for a Leave Type then that Leave Type can only be issued twice for entire carrier (in that particular organization).

Note: 'Total Times Issue' text box will be enables only when user click on the 'Fixed Times Issue' check box.

- Click on '**Save**' button, then system will display a message as **Leave Saved Successfully!** and record will get added in '**List of leave(s)**' table.

- On page load, it will display all saved leave details in '**List of leave (s)**' table.

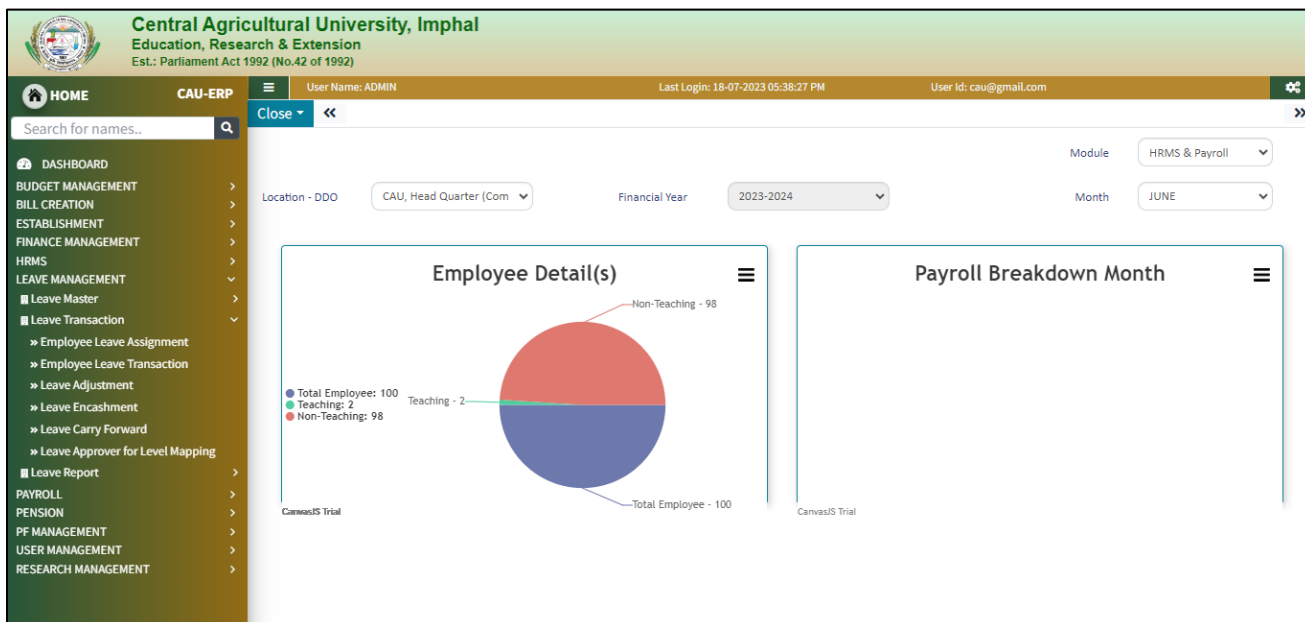
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.

- User can Edit/Update any created subject by clicking on '**Edit**' button from saved records in '**List of leave(s)**' table.

- If created record(s) is in use in any other pages then it cannot be deleted.

User Manual Document (Leave Management)

- Click on 'Leave Transaction' menu, then sub menu list will be displayed as shown below:



The screenshot displays the CAU-ERP interface. The top header shows the Central Agricultural University, Imphal logo and name, along with the user name (ADMIN) and last login time (18-07-2023 05:38:27 PM). The left sidebar contains a menu with options like DASHBOARD, BUDGET MANAGEMENT, BILL CREATION, ESTABLISHMENT, FINANCE MANAGEMENT, HRMS, LEAVE MANAGEMENT, LEAVE MASTER, LEAVE TRANSACTION, LEAVE REPORT, PAYROLL, PENSION, PF MANAGEMENT, USER MANAGEMENT, and RESEARCH MANAGEMENT. The main content area shows the 'Leave Transaction' menu expanded, displaying a list of sub-menus: Employee Leave Assignment, Employee Leave Transaction, Leave Adjustment, Leave Encashment, Leave Carry Forward, Leave Approver for Level Mapping, and Leave Report. A pie chart titled 'Employee Detail(s)' is displayed, showing the distribution of employees by category: Total Employee: 100, Teaching: 2, and Non-Teaching: 98. The chart is a pie chart with a legend indicating the colors for each category: blue for Total Employee, green for Teaching, and red for Non-Teaching. The chart is labeled 'CanvasJS Trial'.

Category	Count
Total Employee	100
Teaching	2
Non-Teaching	98

User Manual Document (Leave Management)


• Leave Transaction

1. Employee Leave Assignment

Using this page, Authorized users can assign/allocate 'Leaves Type' to the employees. Assigned leave(s) will be displayed in transaction pages like 'Employee Portal', 'Leave Transaction' etc.

- Click on '**Employee Leave Assignment**' menu link, under '**Leave Transaction**' sub menu, then page will be opened as shown below:

Employee Leave Assignment

Advance Search 

New Record

Location *

Select Location

DDO *

Select DDO

Employee Name/Code(M)

Select Employee Name/Code(M)

Department

Select Department

Designation

Select Designation

Employee Class *

Select Employee Class

City

Select City

Year

Select Year

Nature Type

Select Nature Type

Leave Type *

Select Leave Type

View

Reset

List of Employee(s) (Leave Assigned)

Run Date : 03-02-2023 16:08:22

Download

Show 30 entries

S.No.	Employee Code(M)	Employee Name	DDO	Designation	Nature Type	Class Type	Leave Type	Current Year Leaves	Total Previous Leaves	Edit	Delete
1	1085	TestMegha	Comptroller Office, CAU HQ,	A/c Asstt.	Permanent	Non-Teaching	Casual Leave	8	5		
2	130	Test Raghu	in Agricultural Science, CAU(I), Umiyam, RI Shol District, Meghalaya	Vice Chancellor	Permanent	Teaching	Earned Leave	30	0	Edit	Delete
3	136	Lunkhothang	Comptroller Office, CAU HQ, Imphal	Assistant Registrar	Permanent	Non-Teaching	Earned Leave	15	291	Edit	Delete
4	136	Lunkhothang	Comptroller Office, CAU HQ, Imphal	Assistant Registrar	Permanent	Non-Teaching	Half Pay Leave	10	461	Edit	Delete
5	235	Yengkokpam Rajen Singh	Comptroller Office, CAU HQ, Imphal	Multi Tasking Staff (MTS)	Permanent	Non-Teaching	Earned Leave	15	300	Edit	Delete
6	235	Yengkokpam Rajen Singh	Comptroller Office, CAU HQ, Imphal	Multi Tasking Staff (MTS)	Permanent	Non-Teaching	Half Pay Leave	10	388	Edit	Delete
7	241	Mayanglambam Surjit Singh	Comptroller Office, CAU HQ, Imphal	Multi Tasking Staff (MTS)	Permanent	Non-Teaching	Earned Leave	15	21	Edit	Delete

User Manual Document (Leave Management)

⇒ Steps to Assign Leave:

- Enter data in all mandatory fields and click on **'View'** button, page will be displayed as given below:

Employee Leave Assignment

Advance Search

New Record

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Employee Name/Code(M)

A. Chandramani Singh(HQ-227)

Department

Registrar Office

Designation

Head Assistant

Employee Class *

Non-Teaching

City

Imphal

Year

2023

Nature Type

Permanent

Leave Type *

Half Pay Leave

View

Reset

Show All entries

Download

Sr.No.	ALL	Employee Code(M)	Employee Name	Designation DDO	Nature Type	Current Year		Total Previous Leaves
						Current Year Leaves1	Current Year Leaves2	
1	<input type="checkbox"/>	HQ-227	A. Chandramani Singh	Head Assistant	Permanent	10	0	374
2	<input type="checkbox"/>	HQ-227	A. Chandramani Singh	Head Assistant	Permanent	20	0	20

Showing 1 to 2 of 2 entries

Previous 1 Next

Save

- Enter **'Current Year Leave'** (Under **'Current Year Leave1'** & **'Current Year Leave2'** text boxes) & **'Total Previous Leave'** (If required).
- Click on **'Save'** button, then system will display message as **'Assign Leave Saved Successfully!'** and record will get added in **'List of Employee(s) (Leave Assigned)'** table.
- On page load, it will display all the employees for which leave details has already been assigned in **'List of Employee(s) (Leave Assigned)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update Assigned Leave by clicking on **'Edit'** button from assigned leave in **'List of Employee(s) (Leave Assigned)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Leave Management)

2. Employee Leave Transaction:

Using this page, Authorized user can also create/manage leave details on the behalf of any employee(s), accordingly leave details will be updated in their account.

- Click on 'Employee Leave Transaction' menu link, under 'Leave Transaction' sub menu, page will be opened as shown below:

Employee Leave Transaction

Advance Search Q

New Record

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Employee Name/Code(M) *

A. Chandramani Singh(HQ-227)

Department

Registrar Office

Designation

Head Assistant

Leave Type *

Half Pay Leave

Contact No. *

9436274587

Reason For Leave *

Personal

View

Reset

List of Leaves Transaction

S.No.	Leave Type	Remaining Leave	Leave Apply start Date	Leave Apply end Date	No. of leave taken Days	Delete
1	Earned Leave	163	01/07/2023	04/07/2023	2	Delete
2	Half Pay Leave	384	05/07/2023	20/07/2023	16	Delete

Add More

Save

Reset

Back

List of Leaves Taken

Run Date : 18-07-2023 10:31:51

Download

Show All entries

S.No.	Employee Code	Location	DDO	Employee Name	From Date	To Date	Total Leaves Days	Edit	Delete
1	COVSA-0029	College of Veterinary and Animal Husbandry, Jalukie, Nagaland	College of Veterinary Science and Animal Husbandry, Jalukie, Peren, Nagaland	Aditi Gogoi	02/05/2023	05/05/2023	4.0	View	
2	COVSA-0029	College of Veterinary and Animal Husbandry, Jalukie, Nagaland	College of Veterinary Science and Animal Husbandry, Jalukie, Peren, Nagaland	Aditi Gogoi	16/05/2023	22/05/2023	7.0	View	

Showing 1 to 2 of 2 entries

Previous

1

Next

⇒ Steps to Request for Leave:

- Enter data in all mandatory fields and click on 'View' button.
- 'List of Leaves Transaction' panel will be opened, in which user can enter required leave with date.

CONFIDENTIAL – RESTRICTED ACCESS

Page 18

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Note: User can avail multiple leave type as per configure rules under 'Leave Type Master' page.

- Click on '**Save**' button, then system will display message as '**Leave Request Saved Successfully**' and record will get added in '**List of Leaves Transaction**' table.
- On page load, it will display all the requested/availed leave details in '**List of Leaves Transaction**' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update leave details by clicking on '**Edit**' button from saved records in '**List of Leave Transaction**' table.
- If Requested leave are approved, then that particular record cannot be updated and deleted.

3. Leave Adjustment:

Using this page, Authorized user can adjust employee's taken leave, for example if any employee requested leave for 5 days but used only use 4 days leave. So with help of this page user can adjust the leave according leave will be updated in their account.

- Click on '**Leave Adjustment**' menu link, under '**Leave Transaction**' sub menu, page will be opened as shown below:

Leave Adjustment

Advance Search

New Record

Location *

Select Location

DDO *

Select DDO

Employee Name/Code(M) *

Select Employee Name\Code(M)

Department

Select Department

Designation

Select Designation

Contact No.

Enter Contact No.

View

Reset

List of Leaves Taken

Run Date : 18-07-2023 12:06:08

Download

Show All entries

S.No.	Employee Code	Employee Name	From Date	To Date	Total Leaves Days	Edit
1	0290	Aditi Gogoi	27/03/2023	27/03/2023	1.0	View

Showing 1 to 10 of 10 entries

Previous 1 Next

List of Leaves Taken

Run Date : 18-07-2023 12:06:08

Download

Show All entries

S.No.	Employee Code	Employee Name	From Date	To Date	Total Leaves Days	Edit	Delete
1	0290	Aditi Gogoi	27/03/2023	27/03/2023	1.0	Edit	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

⇒ Steps to Create Adjustment Record:

- Enter data in all mandatory fields and click on 'View' button.
- 'List of Leaves Taken' panel will be opened and page will be displayed as given below:



User Manual Document (Leave Management)

Leave AdjustmentAdvance Search C

Edit Record

Location *

College Of Agriculture, Imphal, Manipur

Employee Name/Code(M) *

Test Disha(124)

Designation

Assistant Professor

Total Applied Leaves

2.00

DDO *

College of Agriculture, CAU, Iroisemba, Imphal

Department

Academic Section

Contact No.

9334906594

Reason of Leave

fever

Reset

List of Leaves Transaction

S.No.	Leave Type	Apply Start Date	Apply End Date	Is Adjusted	Adjustment Start Date	Adjustment End Date
1	Casual Leave	25/01/2023	26/01/2023	<input checked="" type="checkbox"/>	<div><div></div>25/01/2023</div>	<div><div></div>26/01/2023</div>

Adjust

Reset

List of Leaves Taken

Run Date : 08-02-2023 14:11:35

Download

Show All entries

S.No.	Employee Code	Employee Name	From Date	To Date	Total Leaves Days	Edit	Delete
1	1124	TestRajkumar	23/02/2023	23/02/2023	5.0	<div><div></div>Edit</div>	<div><div></div>Delete</div>
2	1157	Test Disha	25/01/2023	26/01/2023	2.0	<div><div></div>Edit</div>	<div><div></div>Delete</div>

Showing 1 to 2 of 2 entries

Previous

1

Next

- Click on 'Is Adjusted' check box and enter adjustment date.
- Click on '**Save**' button, then system will display message as '**Leave Adjust Saved Successfully!**' and record will get added in '**List of Leaves Taken**' table.
- On page load, it will display all the saved records in '**List of Leaves Taken**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created Adjusted Leave by clicking on '**Edit**' button from saved records in '**List of Leaves Taken**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

4. Leave Encashment:

Using this page, Authorize user can request for their leave to encash. This page keeps track record of 'Leave Encashment' for all the employee(s). Created Leave Encashment details will be displayed in 'Employee Portal' also.

- Click on 'Leave Encashment' menu link, under 'Leave Transaction' sub menu, page will be opened as shown below:

Employee Leave Encashment

Advance Search

New Record

Location *

Select Location

DDO *

Select DDO

Employee Name/Code(M) *

Select Employee Name/Code(M)

Department

Select Department

Designation

Select Designation

Left Status

Select Left Status

Leave Type *

Select Leave Type

Encashment/Surrender Date *

03/02/2023

Leave Balance

Cashable Leaves

Leaves To be Encashed *

Encashed Amount

Remarks

Enter Remarks

Save

Reset

List of Encashed Leave(s)

Run Date : 03-02-2023 16:11:30

Download

Show All entries

S.No.	Employee Name	Employee Code(M)	Leave Type	No. of Leaves	Encashment Date	Encashment Amount	Edit	Delete
1	Test Raghv	130	Earned Leave	5	27/01/2023	6900.00	Edit	Delete
2	Test RAM	COAI/COA-0142	Earned Leave	2	27/01/2023	2760.00	Edit	Delete
3	TestMegha	1085	Half Pay Leave	4	25/01/2023	2760.00	Edit	Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

⇒ Steps to Create Leave Encashment Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Leave Encashment Record Saved Successfully!' and record will get added in 'List of Encashed Leave(s)' table.
- On page load, it will display all the saved encashment details in 'List of Encash Leave(s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created encashment details by clicking on 'Edit' button from saved records in 'List of Encashed Leave(s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

5. Leave Carry Forward

Using this page, Authorized user can forward balance leave to next year, forwarded leave details will be added in leave account as per configured rules in 'Leave Type Master' page.

- Click on '**Leave Carry Forward**' menu link, under '**Leave Transaction**' sub menu, page will be opened as shown below:

Employee Leave Carry Forward

Searching Criteria

Location *
CAU, Head Quarter

DDO *
Comptroller Office, CAU HQ, Imphal

Employee Name/Code(M)
A. Chandramani Singh(HQ-227)

Department
Registrar Office

Designation
Head Assistant

Nature Type *
Permanent

Posting City
Imphal

Employee Class *
Non-Teaching

Leave Type *
Half Pay Leave

Transfer From Year *
2023

Transfer To Year *
2024

Search

Reset

List of Carry Forward Leave(s)

Run Date : 18-07-2023 13:07:21

Download

Show All entries

S.No.	Select All	Employee Name	Employee Code(M)	Transfer From Year	Transfer To Year	Leave Type	Leave Balance	Carry Forward Leave
1	-	A. Chandramani Singh	HQ-227	2023	2024	Half Pay Leave	384.0	20

Showing 1 to 1 of 1 entries

Previous 1 Next

Carry Forward

Reset

- Enter data in all mandatory fields.
- Click on '**Carry Forward**' button, then system will display message as '**Carry Forward Successfully.!**' and record will get added in '**List of Carry Forward Leave(s)**' table.

Note: Firstly, user needs to assign leave for all the employees then only employee(s) will be eligible for 'Carry Forward Leave'.

6. Leave Approver for Level Mapping:

Using this page, User can set the Level of 'Leave Approver'. According to that hierarchy, employee leave will be 'Approved'. Approval will see requested leave in their Employee portal page.

- Click on '**Leave Approver for Level Mapping**' menu link, under '**Leave Transaction**' sub menu, page will be opened as shown below:

Leave Approver for Level Mapping

Advance Search

New Record

Class *

Select Class

View

Reset

List of Approver(s)

Run Date : 08-02-2023 15:00:04

Download

Show 10 entries

S.No.	Class	Edit	Delete
1	Non-Teaching	Edit	Delete
2	Teaching	Edit	Delete

Showing 1 to 2 of 2 entries

Previous 1 Next


⇒ Steps to Create New Record:

- Enter data in all mandatory fields and click on the '**View**' button, page will be displayed as given below:





User Manual Document (Leave Management)

**Central Agricultural University, Imphal**
Education, Research & Extension
Est.: Parliament Act 1992 (No.42 of 1992)

HOME CAU-ERP

Search for names...

DASHBOARD

BUDGET MANAGEMENT

BILL CREATION

ESTABLISHMENT

FINANCE MANAGEMENT

HRMS

LEAVE MANAGEMENT

Leave Master

Leave Transaction

Leave Report

Leave Transaction Report

Leave Encashment Report

Leave Adjustment Report

PAYROLL

PENSION

PF MANAGEMENT

USER MANAGEMENT

RESEARCH MANAGEMENT

User Name: ADMIN

Last Login: 18-07-2023 05:38:27 PM

User Id: cau@gmail.com

Close

Module: HRMS & Payroll

Location - DDO: CAU, Head Quarter (Com)

Financial Year: 2023-2024

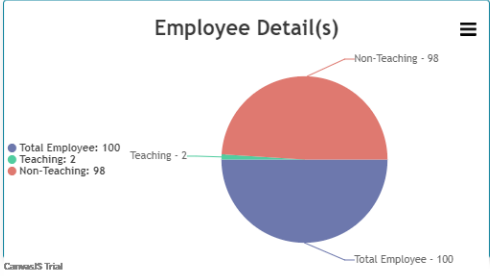
Month: JUNE

Employee Detail(s)

Total Employee: 100

Teaching: 2

Non-Teaching: 98



CanvasJS Trial

Payroll Breakdown Month

CanvasJS Trial

- **Reports:**

1. Leave Transaction:

Using this page, Authorized user can generate employee leave transaction report for all the Locations/Colleges, If logged in user is from any college then Location & DDO will be displayed as selected.

- Click on '**Leave Transaction Report**' menu link, under '**Leave Report**' sub menu, then page will be opened as shown below:

Leave Transaction ReportReport

Location *

College of Horticulture and Forestry, Pasighat, Arunachal Prade

DDO *

College of Horticulture and Forestry, Pasighat, Arunachal Prade

Employee Name/Code(M)

Test Arun(COHA/COHFA-0144)

Department

Academic Section

Designation

Assistant Accountant

Nature Type

Permanent

Employee Class *

Non-Teaching

Report Type *


Leave Transaction Details

View

Reset

⇒ **Steps to Download PDF Report:**

- Enter data in all mandatory fields.
- Click on '**View**' button.
- Report will be downloaded in '**PDF**' format as shown below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

Leave Transaction Details Report

Date & Time : 14-02-2023 11:24:00

Employee Code:
Location:
Designation:

1186
College of Horticulture and Forestry,
Pasighat, Arunachal Pradesh
Assistant Accountant

Emp name:
Department:

Test Arun
Academic Section

S.No.	Leave Type	Date	Half Day	Leave Reason
1	Earned Leave	21/02/2023	No	Sick Leave
2	Earned Leave	22/02/2023	No	Sick Leave
3	Earned Leave	23/02/2023	No	Sick Leave
4	Earned Leave	24/02/2023	No	Sick Leave
5	Earned Leave	25/02/2023	No	Sick Leave
6	Earned Leave	26/02/2023	No	Sick Leave
7	Earned Leave	27/02/2023	No	Sick Leave
8	Earned Leave	28/02/2023	No	Sick Leave
9	Earned Leave	01/03/2023	No	Sick Leave
10	Earned Leave	02/03/2023	No	Sick Leave

2. Leave Encashment Report:

Using this page, Authorized user can generate employee leave encashment report for all the Locations/Colleges, If logged in user is from any college then Location & DDO will be displayed as selected.

- Click on '**Leave Encashment Report**' menu link, under '**Leave Reports**' sub menu, then page will be opened as shown below:

Leave Encashment Report

Searching Criteria

Location *

Select Location

DDO *

Select DDO

Employee Name/Code(M)

Select Employee Name\Code(M)

Month *


Select Month

Download

Reset

⇒ Steps to Download PDF Report:

- Enter data in all mandatory fields.
- Click on '**Download**' button.
- Report will be downloaded in '**PDF**' format as shown below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
Leave Encashment Report

Date & Time : 18-07-2023 14:11:01

SNo.	Employee Name	Department	Designation	Total Encashed Leave	Total Encashed Amount	Encashment Date
1	Ch.M.Vaiphei	Comptroller Office	Jr. Stenographer	12	15842.40	14/04/2023

3. Leave Adjustment Report:

Using this page, Authorized user can generate employee leave adjustment report for all the Locations/Colleges, If logged in user is from any college then Location & DDO will be displayed as selected.

- Click on '**Leave Adjustment Report**' menu link, under '**Leave Reports**' sub menu, then page will be opened as shown below:

Leave Adjustment Report

Searching Criteria

Location *

College of Horticulture and Forestry, Pasighat, Arunachal Prad

DDO *

College of Horticulture and Forestry, Pasighat, Arunachal Prad

Employee Name/Code(M)


Test Arun(COHA/COHFA-0144)

Download

Reset

⇒ Steps to Download PDF Report:

- Enter data in all mandatory fields.
- Click on '**Download**' button.
- Report will be downloaded in '**PDF**' format as shown below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
Leave Adjustment Report

Date & Time : 14-02-2023 11:31:30

Employee Name

TestRajkumar

Employee Code

COAI/COA-0133

From Date

23/02/2023

To Date

23/02/2023

Leave Type	Requested Leave	Approve Leave	Adjusted Leave	Balance Leave
Casual Leave	5	5	1	8.0