EMPLOYEE LEAVE MODULE

Documentation

USE CASES

Use Case #1

Use Case ID	UC#1	
Use Case Name	apply_for_leave	
Description	This use case represent the interaction of an employee with the system to apply for a leave. For this, the employee has to fill up a form specifying the types and number of leaves requested along with station leave, if required as well as name of the employee(s) for substituting her/his work during absence. The system should assist her/his to specify the applicable and available leaves. (Use UC#2)	
Actor	Employee	
Precondition	The Employee Must be logged into the dashboard	
Main Flow	1	The employee chose the option to apply for leave
	2	The system present a form to be filled the required details like type(s) of leave, number of leaves, duration, and names of the person coordinating her/his academic as well as administrative responsibilities
	3	The employee fills-in the details [A1]
	4	The employee submits the form
	5	The system asks for the confirmation
	6	The employee confirm for submission [A2]
	7	The system present an acknowledgement including all the furnished details of the leave request
	8	The system returns to the Dashboard
Post Conditions	The application is successfuly recieved by the system and reflected in the database.	
Alternate Flow	A1	The system check for the balance leaves and ensure if the employee has sufficient leaves in his account Post Condition: a message is displayed stating insufficent leaves.
	A2	The employee chose not to confirm (Cancel)
		Post Condition: The system displays the form with the data filled in so far.
Sub Flow		NA
Global Alternate Flow	GA 1	The employee can 'cancel' the procedure at any time by clicking on dashboard option
		Post-condition – The system returns to the employee 'Dashboard' – initial screen.
	GA 2	The employee can exercise UC#2 at any time during this use case by going to the dashboard
		Post-condition – same as that of UC#2

Use Case #2

Use Case ID	UC#2		
Use Case Name	check_leave_balance		
Description	This use case represent the interaction of an employee with the system to check for available leaves. For this, the employee has to click on Apply for Leave. The screen thus generated displays a counter to check for available leaves.		
Actor	Employee		
Precondition	The Employee Must be logged into the dashboard		
Main Flow	1	The employee chose the option to apply for leave	
	2	The system presents a screen which displays a counter for all the type of leaves.	
Post Conditions	The user can check his available leave balance and reserve leaves according to this.		
Alternate Flow	NA		
Sub Flow	UC#1		
Global Alternate Flow	GA 1	The employee can 'apply for leave' procedure at any time by filling out the form below.	
		Post-condition – The system registers employee's leave details	

Use Case #3

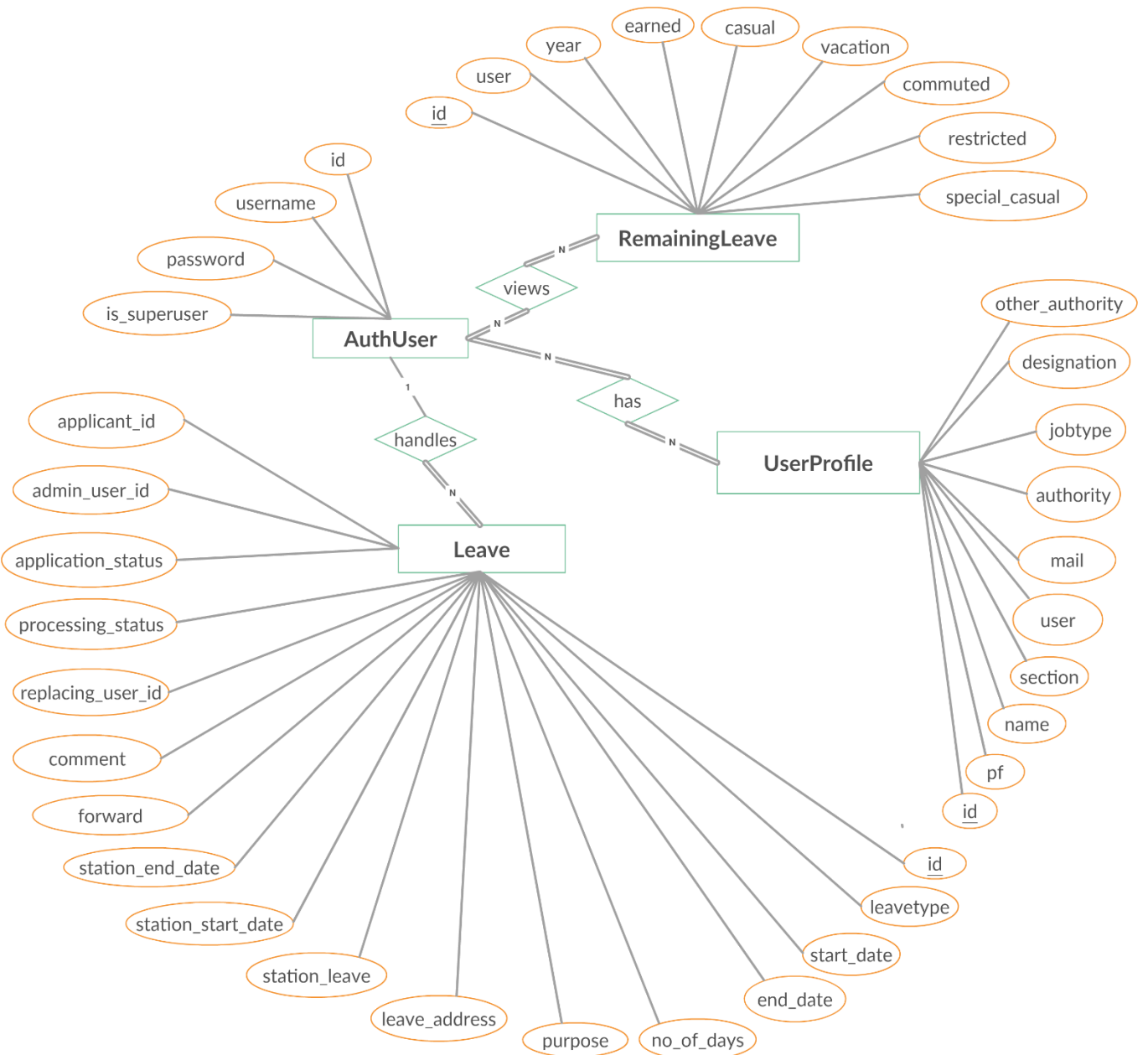| Use Case ID	UC#3	
Use Case Name	check_leave_status	
Description	This use case represent the interaction of an employee with the system to check his previous and on-hold leaves. For this, the employee has to go to the view leaves section. This is the screen where the system shows employee's past and current (On-Hold) Leaves.	
Actor	Employee	
Precondition	The Employee Must be logged into the dashboard	
Main Flow	1	The employee chose the option to view leaves
	2	The system presents a screen which shows two panels - Past Leaves and On-hold leaves.
	3	The employee can check his previous leaves in the Past Leaves Panel.
	4	The employee can see the status of the current leaves (Approved/Denied) in the On-Hold Section.
	5	If the application is rejected by the head, user can check the reason by clicking on the 'Rejected' button. [S1]
	6	Once the user has checked the leaves, he/she can return to the dashboard by clicking on Dashboard
	7	The system returns to the Dashboard
Post Conditions	NA	
Alternate Flow	NA	
Sub Flow	S1	When the user clicks on the Rejected Button, A screen opens which shows the reason of rejection of leave. The user can go back to the Dashboard after this.
Global Alternate Flow	NA	

Use Case #4

Use Case ID	UC#4	
Use Case Name	Process_Leaves	
Description	This use case represent the interaction of the Head of the Section/Department/Office of the applicant employee to process the leave request. For this, the Head can sanction the leaves (in case of RH, CL along with Station leaves) or forward the leave request with her/his remarks to the person representing Higher Authority.	
Actor	Head (Section/Department/Office)	
Precondition	The Head must be logged into the dashboard	
Main Flow	1	The head chose the option to 'Sanction Leaves' on the dashboard.
	2	The system present a list of unsanctioned leave requests.
	3	The head select one of the unsanctioned leave to view details
	4	A report containing the details of the leave request gets displayed along with options for actions to be taken ('approve' or 'forward' depending on the type of leaves along with 'reject' option)
	5	The head chooses an action [A1]
	6	The System asks for a confirmation
	7	The head confirms for the action [A2]
	8	The system returns to the head 'Dashboard' – initial screen
Post Conditions	The application is processed by the Head and corresponding data is reflected in the database.	
Alternate Flow	A1	In case of the 'reject' option, the system seeks for the reason/comments from head Head provides the comments and conform.
		Post Condition: The system returns to the employee 'Dashboard' – initial screen.
	A2	The head chose not to confirm.
		Post Condition:The system display the form with the data filled in so far
Sub Flow		The employee is notified with the head's action as the status update of the application
Global Alternate Flow	GA 1	The employee can 'cancel' the procedure at any time by clicking on dashboard option
		Post-condition – The system returns to the employee 'Dashboard' – initial screen.

ER
DIAGRAM

Smart Like a Brain

USER
INTERFACE
(UI)

Home / Login

HEAD AND EMPLOYEE

IIITDMJ LEAVE APPLICATION

This is an unified system for the Employees of Indian Institute of Information Technology Design and Manufacturing (Jabalpur) to process or submit a leave application.

LOGIN

LOGIN

Enter Username and Password

Username
pkhanna

Password
•••••••••

LOGIN

Dashboard

HEAD

😊 pkhanna →] Logout

Welcome Pritee Khanna

APPLY FOR LEAVE   SANCTION LEAVES   VIEW LEAVES

EMPLOYEE

😊 aojha →] Logout

Welcome Aparajita Ojha

APPLY FOR LEAVE   VIEW LEAVES

Incorrect Username or Password!

GO BACK

Apply for Leave

HEAD AND EMPLOYEE

Apply for Leave

Leaves Count

14	2	3	56	24	20
Casual Leaves	Restricted Holidays	Special Casual Leaves	Vacation Leaves	Earned Leaves	Commuted Leaves

Leave Type	Casual ⇕
Start Date	09/08/2017
End Date	16/08/2017
Number of Days	6
Station Leave	☑ Jhansi
Station Leave Start Date	10/08/2017
Station Leave End Date	14/08/2017
Purpose	Attending Nephew's Marriage
Academic Responsibility	Aparajita Ojha ⇕
Administrative Responsibility	Asish Kumar Kundu ⇕

Submit Leave

Confirm Leave

Dashboard pkhanna Logout

Confirm Leave

Check your Leave details

✓	**Leave Type**	casual
✓	**Start Date**	2017-08-09
✓	**End Date**	2017-08-16
✓	**Number of Days**	6
✓	**Purpose**	Attending Nephew's Marriage
✓	**Station Leave**	Yes
✓	**Station Address**	Jhansi
✓	**Station Leave Start Date**	2017-08-10
✓	**Station Leave End Date**	2017-08-14
✓	**Academic Responsibility**	Aparajita Ojha
✓	**Administrative Responsibility**	Asish Kumar Kundu

CANCEL   CONFIRM

Insufficient Leaves

HEAD AND EMPLOYEE

Insufficient Leaves!

GO BACK

Sanction Leaves

Dashboard pkhanna Logout

Sanction Leaves.

Aparajita Ojha , CSE
Start Date: Aug. 11, 2017
End Date: Aug. 23, 2017
Leave Type : casual
Station Leave : yes

View Details

Vinod Kumar Jain , CSE
Start Date: Sept. 22, 2017
End Date: Sept. 30, 2017
Leave Type : casual
Station Leave : yes

View Details

Manish Kumar Bajpai , CSE
Start Date: Aug. 7, 2017
End Date: Aug. 7, 2017
Leave Type : restricted
Station Leave : yes

View Details

Review Leave

Dashboard pkhanna Logout

Review Leave

Check Leave details

✓	**Leave Type**	casual
✓	**Start Date**	Aug. 11, 2017
✓	**End Date**	Aug. 23, 2017
✓	**Number of Days**	2
✓	**Purpose**	Sick Leave
✓	**Station Leave**	Yes
✓	**Station Address**	Delhi
✓	**Station Leave Start Date**	Aug. 17, 2017
✓	**Station Leave End Date**	Aug. 28, 2017
✓	**Academic Responsibility**	Puneet Tandon
✓	**Administrative Responsibility**	Pritee Khanna

REJECT   FORWARD   APPROVE

Confirm sanction

Dashboard pkhanna Logout

Do you want to confirm?

GO BACK   YES

Forward Leave

Dashboard pkhanna Logout

Do you want to forward?

GO BACK YES

Reject Leave Application

Reason for Rejection

Please specify the reason for declining the application.

CONFIRM REJECTION

View Leaves

Dashboard pkhanna Logout

View Leaves

Leaves On-hold

Pritee Khanna , CSE
Start Date: Aug. 9, 2017
End Date: Aug. 16, 2017
Leave Type : casual
Station Leave : yes

Cancel

Pritee Khanna , CSE
Start Date: Oct. 11, 2017
End Date: Oct. 13, 2017
Leave Type : commuted
Station Leave : no

Cancel

Past Leaves (Recent)

Pritee Khanna , CSE
Start Date: Aug. 8, 2017
End Date: Aug. 16, 2017
Leave Type : earned
Station Leave : yes

Declined

Pritee Khanna , CSE
Start Date: Sept. 5, 2017
End Date: Sept. 9, 2017
Leave Type : vacation
Station Leave : no

Approved

Pritee Khanna , CSE
Start Date: Sept. 24, 2017
End Date: Sept. 27, 2017
Leave Type : commuted
Station Leave : yes

Declined

Reason for Rejection

HEAD AND EMPLOYEE

Leave Rejected!

Japan Representative visit. All Faculty needs to be present.

GO BACK

About Page

Login

IIITDMJ
Leave Module.

This web application lets the employees (Faculty and Staff) of the Indian Institute of Information Technology Design and Manufacturing to keep track of their remaining Leaves in the current academic year and submit their leave applications.

Developed under the guidance of Dr. Atul Gupta.

Developed By

OUR AWESOME TEAM

Arpit Jain

Gautam Yadav

Anuj Srivastava