FAQs

1. What, if I need to update my info?
   Except Skills field all the fields are uneditable at employee end. So, Contact HR for updating.

2. How can I know about the Company Holidays
   By Holiday calendar tab

3. How can I know if my leave is approved?
   If the project manager has approved the Leave you will get the mail as well as Go to My Leave->Leave History. It will show the status

4. How can I know about the LA/LE /Leaves taken in a month
   Go to Leave History->Advance filter->Choose the filters

5. If my leave is not approved but after reconsideration PM agrees to change the decision, then what is the next step forward?
   PM will have the authority to edit the leave status.

6. If I got late but came within 1/2 hr., then do I have to apply for LA?
   No need to apply but you must inform HR and he/she will apply for LA from his/her end

7. What to do if I apply for Leave, got approval but before going for the leave my plan changes?
   In such case, you can send cancellation request.

8. Can I cancel the leave before the approval?
   Yes, cancel option is available in Employee leave history till the "from date" of leave

9. What, If I applied for 1 day leave and came back after 2 days?
   Then you must apply leave for the remaining days within 3 days of coming back.

10. What, If I applied for 2 days leave and came back after 1 day?
    Contact HR person he/she can edit leave from HR dashboard

11. Is there any condition for applying LA?
    LA should be applied in advance or on the same day of availing it.

12. What, If I forgot to apply LA on same day?
    Contact HR.

13. What, If I could not apply CL within 3 days?
    Contact HR.

14   What to do if I applied for LA and taken Leave?
      You must send cancellation request for LA first then after cancellation has been approved by PM,
       apply for fresh leave.

15   What to do if I applied for leave but came back on LA?
      You must send cancellation for Leave first then after cancellation approved by PM, apply for fresh LA.

16   Till when can I edit or cancel my leave?
      Leave applied once can only be edited until "from date" has not passed