

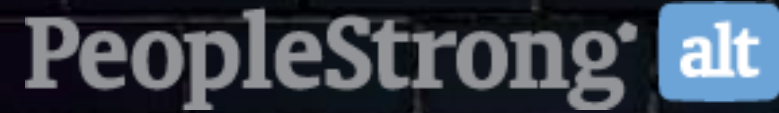
A person is wearing a VR headset, with their hand resting on the side. The scene is lit with vibrant blue and purple neon lights, creating a futuristic atmosphere. The person's face is partially visible through the headset's opening.

valtech

PeopleStrong - Leave User Manuals

Team HR

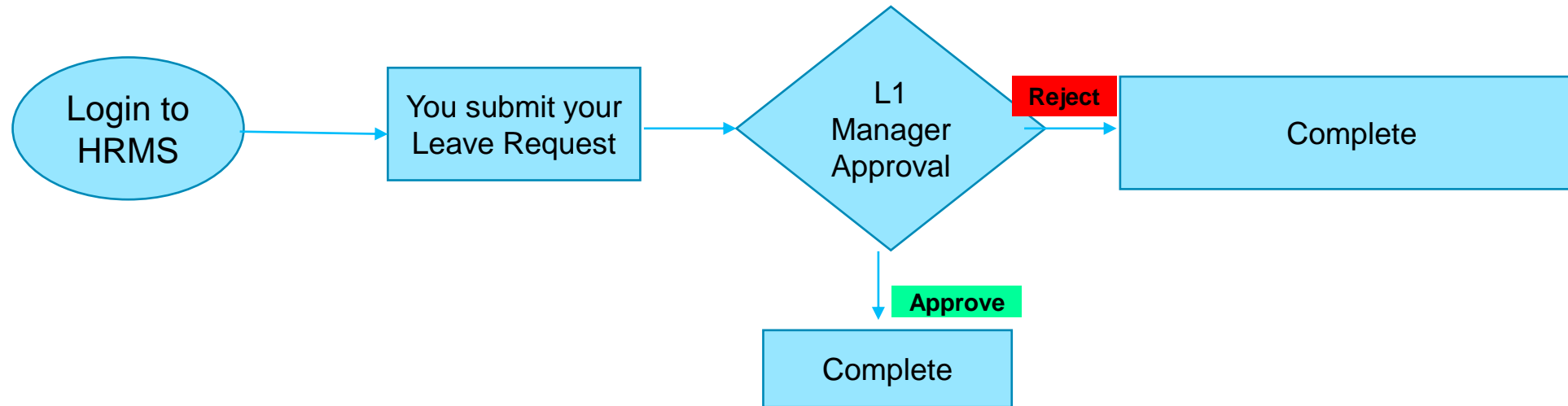
Welcome to our Leave module



Core HR | Workforce Management | Payroll | Talent
Management

New

Workflow

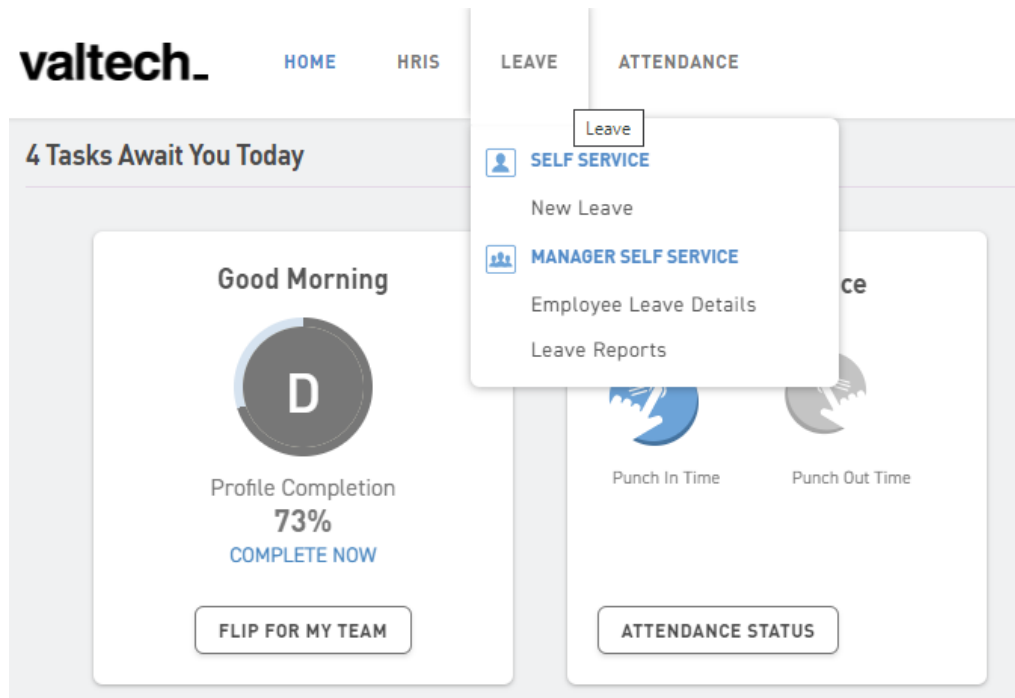


Leave

Leave module gives functionalities to employees to apply applicable leaves as per **client** leave policy, can check his leave balance, track status of leave applied, etc.

Leave Module has two sections based on employee's role in **system**

1. Self Service – Visible to Employee & Manager role both
2. Manager Self Service – Visible to Manager role only



Under Self Service, Employee can perform below actions:

Apply for leaves as per client leave policy (New Leave)

Check his leave balance, (New Leave)

Withdraw and revert applied leave (My Leaves)

Track status of leave applied, (My Leaves)

Under Manager Self Service, L1/HR Manager can perform below actions:

Leave request approval/rejection (Tasks on Home Page)

Check leave of employees (Employee leave details)

Proxy leave – apply leave on behalf of employee (Proxy Leave)

Perform bulk actions

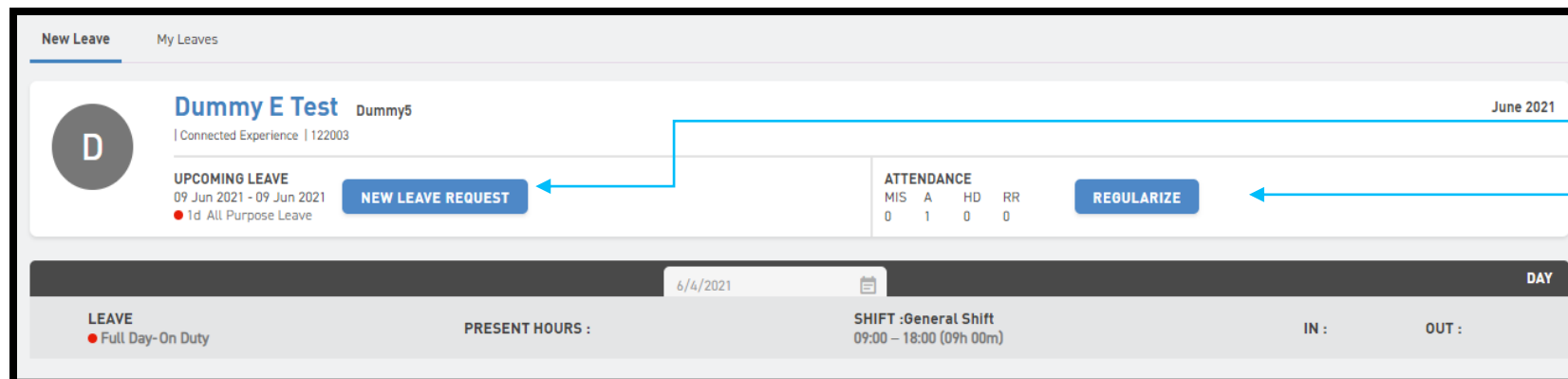
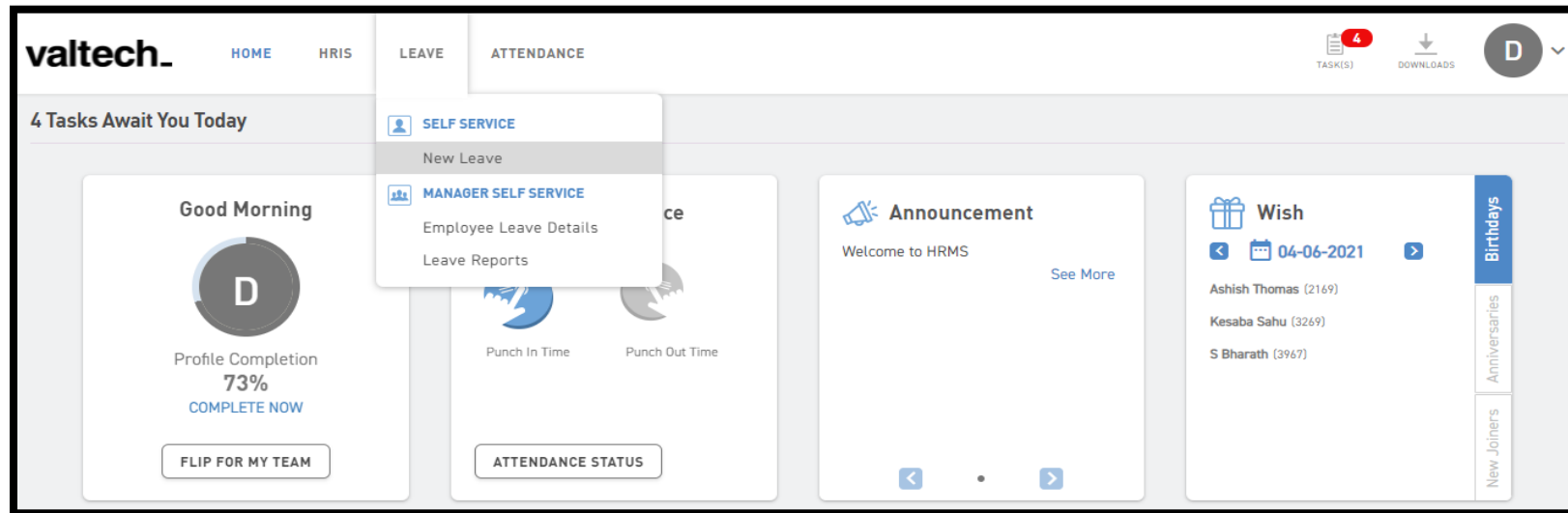
Task Reassign



Your self-service is here...

New Leave

Employee can access Leave module by clicking on the “New Leave ” tab in Leave dropdown menu. Here an employee can apply for leaves.



Click here to apply for new leave

Employee can also regularize their attendance by clicking here

Applying Leaves

1. Click here to select leave type

3. Click here to select start date

4. Click here to select end date

5. Click here to mention reason

6. Add attachment

7. Click here to select duration

Leave Request

Leave Type *
Leave Without Pay

Start Date *
5/12/2021

End Date *
5/14/2021

Applied Leave
3d

Any Other Reason *
Comment
Max Length: 100

Attach File
Add

#	Date	Select Duration	Count
1	Wed 12 May 2021	<input checked="" type="radio"/> Full Day <input type="radio"/> First Half <input type="radio"/> Second Half	1d
2	Thu 13 May 2021	<input checked="" type="radio"/> Full Day <input type="radio"/> First Half <input type="radio"/> Second Half	1d
3	Fri 14 May 2021	<input checked="" type="radio"/> Full Day <input type="radio"/> First Half <input type="radio"/> Second Half	1d

Leave Balance

#	Leave Type	Annual Quota	Carried Forward	Entitlement Till Date	Availed Till Date	Current Balance
1	Compensatory Off	365d	0	0	0	1d

Comp Of Balance

#	Comp Off Date	Lapse Date	Entitlement
1	25/04/2021	25/05/2021 [expire in 19 days]	1d

My Leaves

On this page employees can apply leaves, view status of leaves and withdraw applied leaves.

The screenshot shows the 'My Leaves' page interface. At the top, there are two tabs: 'New Leave' and 'My Leaves'. Below the tabs, there is a 'FILTER BY' section with a 'DURATION' dropdown menu. An 'APPLIED FILTER' section contains a search bar with the placeholder text 'Search for date, Leave Type or Status' and a magnifying glass icon. To the right of the search bar is a 'NEW LEAVE' button. Below the filters, it says 'SHOWING 1 RESULTS'. A table displays the leave details with the following columns: 'From Date', 'To Date', 'Leave Type & Leave Reason', 'Leave Days Count', and 'Stage & Status'. The table contains one row of data. To the right of the table, there is a 'View Details' link.

From Date	To Date	Leave Type & Leave Reason	Leave Days Count	Stage & Status
03 May 2021	03 May 2021	Compensatory Off Compensatory Off	1d	Complete Rejected

Click on my leaves

Click on duration filter to view leave history for selected range

Click here to view details of leaves

Withdraw- Approved Leave

Employee has option to withdraw leave , after approval.

New Leave

My Leaves

FILTER BY

DURATION

APPLIED FILTER

Search for date, Leave Type or Status

NEW LEAVE

SHOWING 3 RESULTS

From Date	To Date	Leave Type & Leave Reason	Leave Days Count	Stage & Status
03 May 2021	05 May 2021	Bereavement Leave	3d	Complete Approved
27 Apr 2021	29 Apr 2021	Bereavement Leave	3d	Complete Leave Cancellation- Approved
30 Apr 2021	30 Apr 2021	Leave Without Pay	1d	Leave Cancellation Rejected Rejected

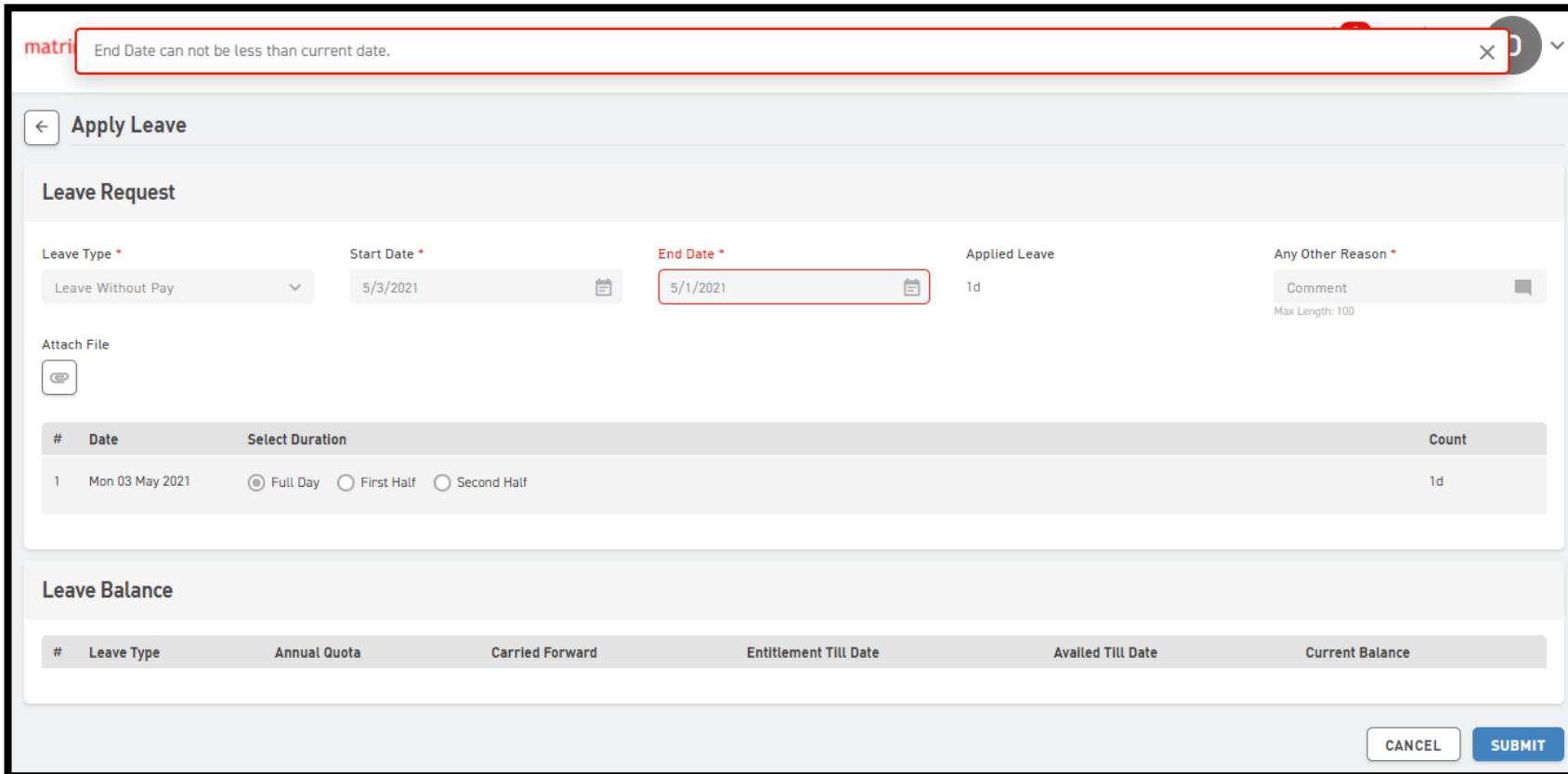
Withdraw

View Details

Click here to withdraw approved leave

Things to Remember

When submitting leave request end date cannot be less than the start date



The screenshot shows a web application interface for submitting a leave request. At the top, a red error message box states: "End Date can not be less than current date." The form is titled "Apply Leave" and contains several sections:

- Leave Request**: This section includes fields for "Leave Type" (set to "Leave Without Pay"), "Start Date" (5/3/2021), "End Date" (5/1/2021, which is highlighted with a red border), "Applied Leave" (1d), and "Any Other Reason" (a comment field with a "Max Length: 100" warning). There is also an "Attach File" button.
- Table with 1 row**: A table with columns "#", "Date", "Select Duration", and "Count". It contains one row for "Mon 03 May 2021" with "Full Day" selected and a count of "1d".
- Leave Balance**: A section with a table showing leave balance details.

At the bottom right, there are "CANCEL" and "SUBMIT" buttons.

#	Date	Select Duration	Count
1	Mon 03 May 2021	<input checked="" type="radio"/> Full Day <input type="radio"/> First Half <input type="radio"/> Second Half	1d

#	Leave Type	Annual Quota	Carried Forward	Entitlement Till Date	Availed Till Date	Current Balance
---	------------	--------------	-----------------	-----------------------	-------------------	-----------------

Things to Remember

When employee applies for Compensatory Off then leave reason need to be selected.

matr

Leave Reason is required.

✕

▼

←

Apply Leave

Leave Request

Leave Type *

Compensatory Off ▼

Leave Reason *

Select ▼

Start Date *

5/6/2021

End Date *

5/6/2021

Comp off

Apr 25,2021 (1d) ▼

Applied Leave

1d

Any Other Reason *

test

Char left: 96

Attach File

#	Date	Select Duration	Count
1	Thu 06 May 2021	<input checked="" type="radio"/> Full Day <input type="radio"/> Half Day	1d

Leave Balance

#	Leave Type	Annual Quota	Carried Forward	Entitlement TILL Date	Availed TILL Date	Current Balance
1	Compensatory Off	365d	0	0	0	1d



Manager's self-service

Manager Self Service

Manager can approve leaves, reject leaves, apply proxy leave, perform bulk actions reassign tasks

valtech_ HOME HRIS LEAVE ATTENDANCE

4 Tasks Await You Today

SELF SERVICE
New Leave

MANAGER SELF SERVICE
Employee Leave Details
Leave Reports

Good Morning
Profile Completion **73%**
COMPLETE NOW
FLIP FOR MY TEAM

Punch In Time Punch Out Time
ATTENDANCE STATUS

Announcement
Welcome to HRMS
See More

Wish
04-06-2021
Ashish Thomas (2169)
Kesaba Sahu (3269)
S Bharath (3967)

Birthdays
Anniversaries
New Joiners

Click here to perform action for employee

Filter by Leave Type

This feature enables manager to select leave type i.e. Maternity Leave, Privilege leave etc.

The screenshot displays a web application interface for managing leave. At the top, there is a 'FILTER BY' section with several dropdown menus: 'SELECT LEAVE TYPE', 'SELECT LEAVE STAGE', 'SELECT MANAGER ROLES', 'SELECT EMPLOYMENT TYPE', and 'SELECT EMPLOYMENT STATUS'. Below these, a search bar is labeled 'Search for Employee'. A list of employees is shown, with the first five results visible. A dropdown menu for 'SELECT LEAVE TYPE' is open, showing a list of leave types with checkboxes: Bereavement Leave, Casual Leave, Compensatory Off, Leave Without Pay, Marriage Leave, Maternity Leave, Miscarriage Leave, and Paternity Leave. The main table displays leave records for 'FRIDAY, 07 MAY 2021'. The table has columns for 'Current Leave Status', 'Last Leave Taken', and 'Upcoming Leave'. The first row shows a leave taken on '30 Apr 2021' (8 days ago) which is 'Complete'. The second row shows a leave taken from '03 May 2021-05 May 2021' (2 days ago) which is 'Complete'. The third row shows a leave taken from '03 May 2021-05 May 2021'. A blue arrow points from a text box on the right to the 'SELECT LEAVE TYPE' dropdown menu.

FRIDAY, 07 MAY 2021			DAY
Current Leave Status	Last Leave Taken	Upcoming Leave	
	30 Apr 2021 8days ago Complete		⋮
	03 May 2021-05 May 2021 2days ago Complete		⋮
	03 May 2021-05 May 2021		⋮

Click here to select specific type of leave

Filter by Leave Stage

This feature helps manager to select stage of leave request.

The screenshot displays the 'Leave' management interface. At the top, there's a 'Leave' header with a 'Hide Filters' link. Below it, a 'FILTER BY' section contains several dropdown menus: 'SELECT LEAVE TYPE', 'SELECT LEAVE STAGE', 'SELECT MANAGER ROLES', 'SELECT EMPLOYMENT TYPE', and 'SELECT EMPLOYMENT STATUS'. The 'SELECT LEAVE STAGE' dropdown is open, showing a list of stages: Complete, HR approval, Initial, L1 Approval, Leave Cancellation Approval, Leave Cancellation Rejected, and Leave Withdraw HR Approval. A blue arrow points from a text box on the right to the 'SELECT LEAVE STAGE' dropdown. Below the filters, there's a search bar for 'Employee Name or Employee Code' and a 'SHOWING 5 RESULTS' section. The results list includes four dummy employees: Dummy A (FULL TIME), Dummy B (CONTRACT), Dummy C, and Dummy D. The interface also features buttons for 'UPLOAD LEAVE BALANCE', 'PROXY LEAVE', and 'BULK ACTIONS'. A table at the bottom shows leave request details, including 'Current Leave Status', 'Last Leave Taken', and 'Upcoming Leave'.

Leave Hide Filters

FILTER BY SELECT LEAVE TYPE SELECT LEAVE STAGE SELECT MANAGER ROLES SELECT EMPLOYMENT TYPE SELECT EMPLOYMENT STATUS

APPLIED FILTER HR MANAGER CLEAR ALL

Search for Employee Name or Employee Code

SHOWING 5 RESULTS

☐ Name ↑

☐ Dummy A FULL TIME DUMMY101

☐ Dummy B CONTRACT DUMMY102

☐ Dummy C DUMMY103

☐ Dummy D DUMMY104

☐ Complete

☐ HR approval

☐ Initial

☐ L1 Approval

☐ Leave Cancellation Approval

☐ Leave Cancellation Rejected

☐ Leave Withdraw HR Approval

UPLOAD LEAVE BALANCE PROXY LEAVE BULK ACTIONS

FRIDAY, 07 MAY 2021 DAY

Current Leave Status	Last Leave Taken	Upcoming Leave
	30 Apr 2021 8days ago Complete	
	03 May 2021-05 May 2021 2days ago Complete	

Click here to select stage of leave request

Filter by Employee List

Leave

FILTER BY

SELECT LEAVE TYPE ▼ SELECT LEAVE STAGE ▼ SELECT MANAGER ROLES ▲ SELECT EMPLOYMENT TYPE ▼ SELECT EMPLOYMENT STATUS ▼

APPLIED FILTER HR MANAGER X CLEAR ALL

Search for Employee Name or Employee Code

☐ Employee
☒ HR Manager

UPLOAD LEAVE BALANCE PROXY LEAVE BULK ACTIONS ▼

SHOWING 5 RESULTS FRIDAY, 07 MAY 2021 DAY

<input type="checkbox"/>	Name	Current Leave Status	Last Leave Taken	Upcoming Leave
<input type="checkbox"/>	Dummy A FULL TIME DUMMY101			
<input type="checkbox"/>	Dummy B CONTRACT DUMMY102		30 Apr 2021 8days ago Complete	
<input type="checkbox"/>	Dummy C DUMMY103			
<input type="checkbox"/>	Dummy D DUMMY104		03 May 2021-05 May 2021 2days ago Complete	

Manager can select list of employees

Filter by Employment Type

This feature enables manager to select an employment type

The screenshot displays a web interface for managing leave requests. At the top, there's a 'Leave' header and a 'FILTER BY' section with dropdowns for 'SELECT LEAVE TYPE', 'SELECT LEAVE STAGE', 'SELECT MANAGER ROLES', 'SELECT EMPLOYMENT TYPE', and 'SELECT EMPLOYMENT STATUS'. Below this, an 'APPLIED FILTER' section shows 'HR MANAGER' is selected, with a 'CLEAR ALL' link. A search bar is present with the placeholder 'Search for Employee Name or Employee Code'. The main content area shows 'SHOWING 5 RESULTS' and a table of employees. The 'SELECT EMPLOYMENT TYPE' dropdown is open, listing options: Consultant, Contract, Flexi Staffing, Full Time, Intern, Part Time, Retainer, and Trainee. A blue arrow points from the 'UPLOADLEAVEBALANCE' button to the 'SELECT EMPLOYMENT TYPE' dropdown. The table lists employees with columns for Name, Current Leave Status, and Upcoming Leave.

Name	Current Leave Status	Upcoming Leave
Dummy A DUMMY101	FULLTIME	
Dummy B DUMMY102	CONTRACT	
Dummy C DUMMY103		
Dummy D DUMMY104		03 May 2021-05 May 2021 2days ago Complete
Dummy E DUMMY105		03 May 2021-05 May 2021

Click here to select specific employment type

Employment Status

This feature enables managers to select employment status.

The screenshot displays a web interface for managing employee leaves. At the top, there's a 'Leave' header with a 'Hide Filters' link. Below it, a 'FILTER BY' section contains five dropdown menus: 'SELECT LEAVE TYPE', 'SELECT LEAVE STAGE', 'SELECT MANAGER ROLES', 'SELECT EMPLOYMENT TYPE', and 'SELECT EMPLOYMENT STATUS'. The 'SELECT EMPLOYMENT STATUS' dropdown is open, showing three options: 'Active', 'Separated', and 'Serving Notice Period'. A blue arrow points from a text box on the right to this dropdown. Below the filters, there's a search bar labeled 'Search for Employee Name or Employee Code' and a button 'APPLIED FILTER L1 MANAGER X CLEAR ALL'. The main content area shows a table with 29 results, dated 'THURSDAY, 08 APRIL 2021'. The table has columns: 'Name', 'Current Leave Status', 'Last Leave Taken', and 'Upcoming Leave'. The table lists five employees: Arun Kumar K (CONSULTANT), Arvind Krishnamurthy (CONSULTANT), Asiya Shahima Khan (ON ROLLS), Charanya S (CONSULTANT), and Dhruv Kumar Mathur (ON ROLLS). Each row has a checkbox and a three-dot menu icon.

	Name	Current Leave Status	Last Leave Taken	Upcoming Leave
<input type="checkbox"/>	Arun Kumar K CS00204 CONSULTANT			
<input type="checkbox"/>	Arvind Krishnamurthy CS00546 CONSULTANT			
<input type="checkbox"/>	Asiya Shahima Khan SH00506 ON ROLLS			
<input type="checkbox"/>	Charanya S CS00606 CONSULTANT			
<input type="checkbox"/>	Dhruv Kumar Mathur SH60331 ON ROLLS			

Click here to select employment status

Approve & Reject Leave- L1/HR

Leave

FILTER BY SELECT LEAVE TYPE ▾ SELECT LEAVE STAGE ▾ SELECT MANAGER ROLES ▾ SELECT EMPLOYMENT TYPE ▾ SELECT EMPLOYMENT STATUS ▾

APPLIED FILTER L1 MANAGER X CLEAR ALL

Search for Employee Name or Employee Code

PROXY LEAVE BULK ACTIONS ▾

SHOWING 5 RESULTS **FRIDAY, 07 MAY 2021** **DAY**

<input type="checkbox"/>	Name <small>↑↓</small>	Current Leave Status	Last Leave Taken	Upcoming Leave
<input type="checkbox"/>	<div><div>D</div><div>Dummy A</div><div>DUMMY101</div></div> FULL TIME			
<input type="checkbox"/>	<div><div>D</div><div>Dummy B</div><div>DUMMY102</div></div> CONTRACT		30 Apr 2021 8days ago Complete	
<input type="checkbox"/>	<div><div>D</div><div>Dummy C</div><div>DUMMY103</div></div> 			
<input type="checkbox"/>	<div><div>D</div><div>Dummy D</div><div>DUMMY104</div></div> 		03 May 2021-05 May 2021 2days ago Complete	
<input type="checkbox"/>	<div><div>D</div><div>Dummy E</div><div>DUMMY105</div></div> 		03 May 2021-05 May 2021 2days ago Complete	11 May 1d L L1 Ap

View Task

View Leave History

Approve Leave

Reject Leave

[Legends](#)

Manager can click here to view tasks, view leave history, approve and reject leave

Leave Task Inbox- L1/HR(In case of Special Leave)

When direct reportees applies for a leave, leave request goes to immediate manager for approval. Immediate manager can approve or reject the leave considering business requirements. Leave requests pending for approval appears on home page on a Leave approval card as well as in Task List as shown below.

The screenshot displays the Valtech HRMS dashboard. At the top, there is a navigation bar with the Valtech logo and links for HOME, HRIS, LEAVE, and ATTENDANCE. Below the navigation bar, a header indicates '4 Tasks Await You Today'. The main content area is divided into several sections. On the left, there is a 'Good Morning' section with a profile completion progress bar at 73% and a 'FLIP FOR MY TEAM' button. Next to it is a 'Mark Attendance' section with 'Punch In Time' and 'Punch Out Time' buttons and an 'ATTENDANCE STATUS' button. In the center, there is an 'Announcements' section with a 'Welcome to HRMS' message and a 'See More' link. On the right, there is a 'Leave Requests' section with a list of pending requests: Ashish Thomas (2169), Kesaba Sahu (3269), and S Bharath (3967). A callout box from the 'Leave Requests' section points to the 'Leave Requests' task in the '4 Tasks Await You Today' section, with the instruction 'Click on pending leave request'. Another callout box points to the 'TASKS' icon in the top right corner, with the instruction 'Click on task'.

valtech_ HOME HRIS LEAVE ATTENDANCE

4 Tasks Await You Today

Good Morning

Profile Completion 73% COMPLETE NOW

FLIP FOR MY TEAM

Mark Attendance

Punch In Time Punch Out Time

ATTENDANCE STATUS

Announcements

Welcome to HRMS

See More

Leave Requests 2 You Have Pending Leave Requests

Ashish Thomas (2169)

Kesaba Sahu (3269)

S Bharath (3967)

Birthdays

Anniversaries

New Joiners

Click on task

Click on pending leave request

Leave Task Inbox

Through task inbox, manager can approve or reject leave requests and perform bulk actions.

TASK INBOX Leave

FILTER BY

DURATION

APPLIED FILTERS

Search for Employee Name, Employee Code, Stage or Start Date

BULK ACTIONS

SHOWING 2 RESULTS

Employee Name	Stage & Status	Startdate	Duedate
Dummy DUMMY105	L1 Approval Pending	07-May-2021	Today 07-May-2021
Dummy DUMMY102	Leave Cancellation Rejected	30-Apr-2021	1 week ago 30-Apr-2021

Note: Only 10 records can be selected for bulk actions.

Leave L1 Approval

Dummy E

Employee Code | Dummy105

Applied Date 07 May 2021

Due Date 07-May-2021

Initiator Dummy E 1d Leave Without Pay

VIEW LEAVE DETAILS

View Leave History

Startdate 11 May 2021

End Date 11 May 2021

Leave Count 1d

#	Date	Duration	Count	Details
1	Tue 11 May 2021	Full Day	1d	

Contact

No Contact Number

LEAVE BALANCE

#	Leave Type	Annual Quota	Carried Forward	Availed Till Date	Current Balance
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LEAVE APPROVAL HISTORY

Approvers Name	Stage	Comments
Dummy E	Initial	test

Comment

APPROVE

REJECT

Click here to approve/reject leave request

Proxy Leave- L1/HR

This feature of proxy leave enables manager to mark leave on behalf of employee.

The screenshot displays the Valtech HRIS 'Leave' management page. The interface includes a top navigation bar with 'HOME', 'HRIS', 'LEAVE', and 'ATTENDANCE'. A user profile 'D' is visible in the top right. The main section is titled 'Leave' and features a 'FILTER BY' section with dropdowns for 'SELECT LEAVE TYPE', 'SELECT LEAVE STAGE', 'SELECT MANAGER ROLES', 'SELECT EMPLOYMENT TYPE', and 'SELECT EMPLOYMENT STATUS'. Below this is an 'APPLIED FILTER' section showing 'L1 MANAGER' is selected. A search bar is present for 'Employee Name or Employee Code'. A 'PROXY LEAVE' button is highlighted with a blue arrow pointing to it from the annotation '2. Click on proxy leave'. Below the search bar is a table showing 5 results for 'FRIDAY, 07 MAY 2021'. The table has columns: 'Name', 'Current Leave Status', 'Last Leave Taken', and 'Upcoming Leave'. The first row is for 'Dummy A DUMMY101' with a 'FULL TIME' status. The second row is for 'Dummy B DUMMY102' with a 'CONTRACT' status. The third row is for 'Dummy C DUMMY103'. The fourth row is for 'Dummy D DUMMY104'. The fifth row is for 'Dummy E DUMMY105'. A blue arrow points from the annotation '1. Click here to select an employee' to the checkbox next to 'Dummy A DUMMY101'. A 'BULK ACTIONS' dropdown is also visible next to the 'PROXY LEAVE' button. At the bottom right, there is a 'Show Legends' link.

Name	Current Leave Status	Last Leave Taken	Upcoming Leave
Dummy A DUMMY101	FULL TIME		
Dummy B DUMMY102	CONTRACT	30 Apr 2021 8days ago Complete	
Dummy C DUMMY103			
Dummy D DUMMY104		03 May 2021 - 05 May 2021 2days ago Complete	
Dummy E DUMMY105		03 May 2021 - 05 May 2021 2days ago Complete	11 May 2021 1d Leave Without Pay L1 Approval

Proxy Leave by L1 Manager/HR

The screenshot shows a web application interface for applying leave. The header bar includes a back arrow and the text 'Apply Leave For Dummy B'. Below this, the user profile for 'Dummy B' (Dummy102) is displayed, including their role 'Account Manager - Bazaar - Level 2 | Accounting & Treasury | Eluru' and email 'divya.3@peoplestrong.com'. The main section is titled 'Leave Request' and contains several input fields: 'Leave Type' (a dropdown menu currently showing 'Leave Without Pay'), 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), 'Comments' (a text area with a 'Max Length: 100' warning), and 'Attach File' (with a file upload icon). Below these fields is a table for selecting the duration of the leave, with columns for '#', 'Date', 'Select Duration', and 'Count'. At the bottom of the form is a 'Leave Balance' section with a table showing columns for '#', 'Leave Type', 'Annual Quota', 'Carried Forward', 'Entitlement Till Date', 'Availed Till Date', and 'Current Balance'. At the very bottom right are two buttons: 'CANCEL' and 'APPROVE'. Seven numbered callouts with blue arrows point to specific elements: 1. Click here to select leave type (points to the Leave Type dropdown), 2. Click here to select start date (points to the Start Date field), 3. Click here to select end date (points to the End Date field), 4. Mention comments (points to the Comments text area), 6. Select duration (points to the 'Select Duration' column header in the table), and 7. Click on approve/cancel (points to the 'APPROVE' button).

Apply Leave For Dummy B

Dummy B Dummy102
Account Manager - Bazaar - Level 2 | Accounting & Treasury | Eluru
divya.3@peoplestrong.com

Leave Request

Leave Type *
Leave Without Pay

Start Date *
Start Date

End Date *
End Date

Comments
Comment
Max Length: 100

Attach File

#	Date	Select Duration	Count
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Leave Balance

#	Leave Type	Annual Quota	Carried Forward	Entitlement Till Date	Availed Till Date	Current Balance
---	------------	--------------	-----------------	-----------------------	-------------------	-----------------

CANCEL APPROVE

1. Click here to select leave type
2. Click here to select start date
3. Click here to select end date
4. Mention comments
6. Select duration
7. Click on approve/cancel

Bulk Actions-L1/HR

This feature enables manager to perform bulk actions. Manager can approve, reject and deselect all employees in one go.

FILTER BY SELECT LEAVE TYPE SELECT LEAVE STAGE SELECT MANAGER ROLES SELECT EMPLOYMENT TYPE SELECT EMPLOYMENT STATUS

APPLIED FILTER L1 MANAGER X CLEAR ALL

Search for Employee Name or Employee Code

PROXY LEAVE **BULK ACTIONS** ^

SHOWING 5 RESULTS **FRIDAY, 07 MAY 2021**

<input type="checkbox"/>	Name	Current Leave Status	Last Leave Taken	Upcoming Leave
<input type="checkbox"/>	Dummy A DUMMY101	FULL TIME		
<input type="checkbox"/>	Dummy B DUMMY102	CONTRACT	30 Apr 2021 8days ago Complete	
<input type="checkbox"/>	Dummy C DUMMY103			
<input type="checkbox"/>	Dummy D DUMMY104		03 May 2021-05 May 2021 2days ago Complete	

Click on approve/reject/deselect all

Select employees for bulk approval



Mobile App for you....

Leave- Mobile Login



Download Mobile App from Google Play
Store & Apple App Store

How to Login?

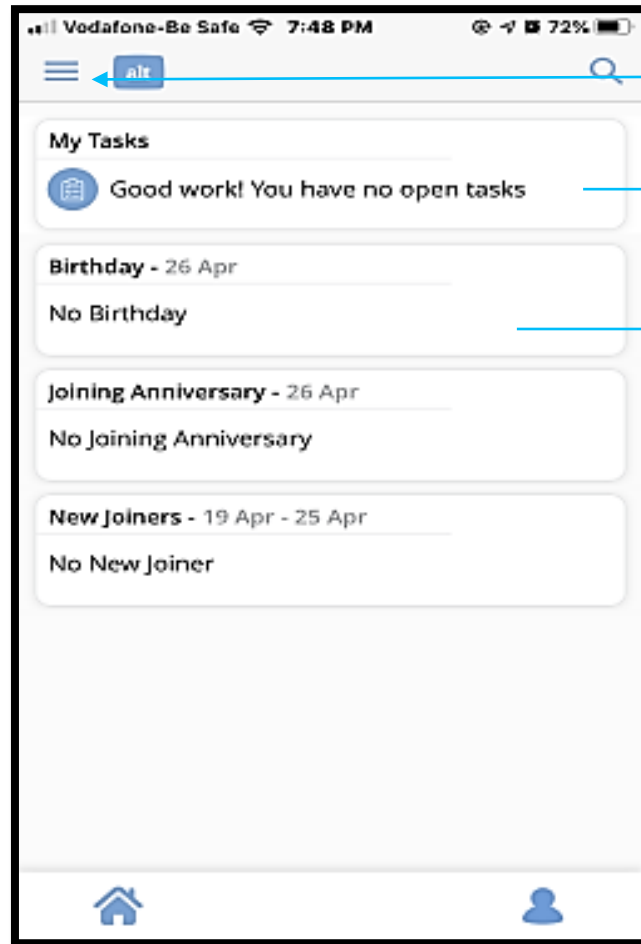
Domain: valtechindia.peoplestrong.com

Username: Employee Code

Password: Will be communicated



Home Page

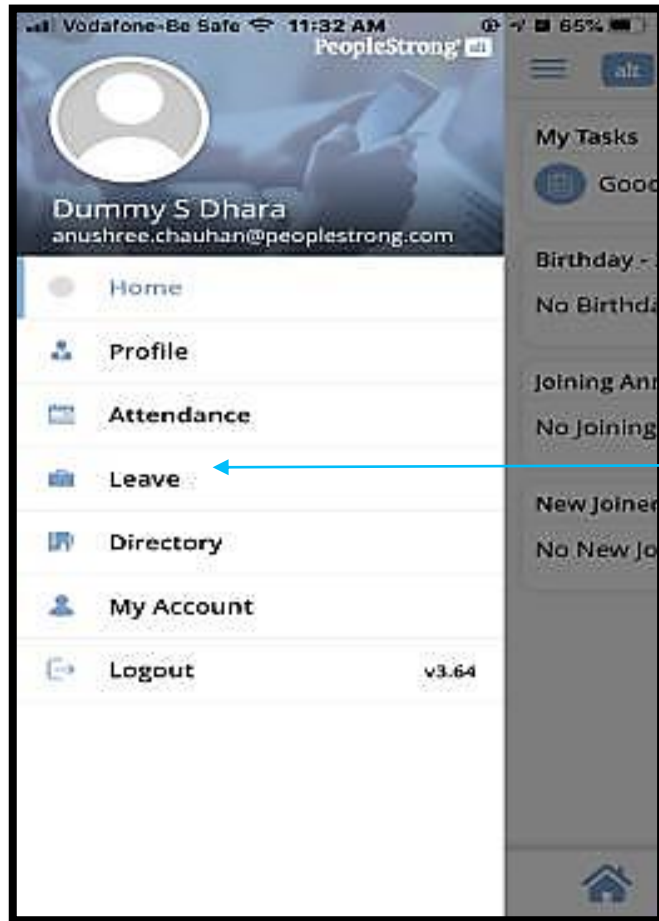


Click on burger menu for more options/actions

Any pending task will appear here

Birthdays, Joining Anniversaries,
New joiners will appear here

More Actions/Options



Leave option available to apply for leave

New Leave Application

This screenshot shows the 'New Leave' application form. At the top, there's a status bar with 'Vodafone-Be Safe', signal strength, Wi-Fi, time '7:49 PM', and battery '72%'. Below the status bar is a header with a menu icon and the title 'Leave'. Underneath is a sub-header with two tabs: 'New Leave' (active) and 'My Leaves'. The main form area contains several input fields: 'Leave Type' with a dropdown arrow, 'Leave Reason' with a dropdown arrow, 'Start Date' with a calendar icon and dropdown arrow, 'End Date' with a calendar icon and dropdown arrow, and 'Any Other Reason' with a text input field. Below these fields is a link that says 'Please upload the Medical Certificate' with a document icon. At the bottom of the form area is a 'Holiday Calendar' section with three cards: 'Makar Sankranti/Pongal Jan 15, Wed Wednesday', 'Pongal Jan 16, Thu Thursday', and 'Ramzan Jan 25, Sa Saturday'. At the very bottom is a blue button labeled 'NEXT'.

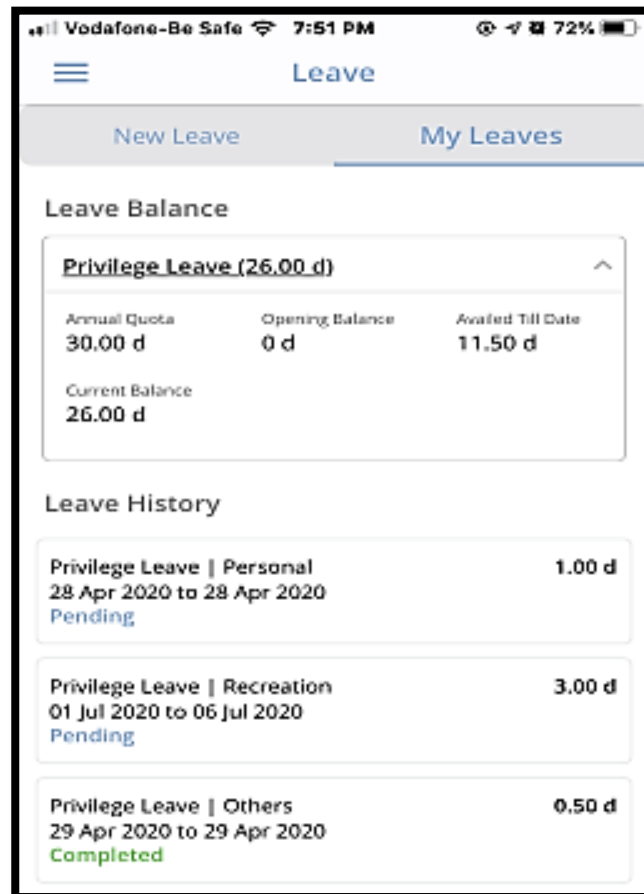
This screenshot shows the 'Apply New Leave' form. At the top, there's a status bar with 'Vodafone-Be Safe', signal strength, Wi-Fi, time '1:17 PM', and battery '43%'. Below the status bar is a header with a back arrow and the title 'Apply New Leave'. The main form area contains two input fields: 'Date' with the value '28 Apr 2020' and 'Select Duration' with the value 'Full Day' and a dropdown arrow. At the bottom of the form area is a grey bar with an information icon and the text 'Applying leave for 1 day'. At the very bottom is a blue button labeled 'SUBMIT'.

Leave application form appears which needs to be filled in.

Fill out Leave Type, Leave Reason, Start Date & End Date, Any other reason and Leave Duration.

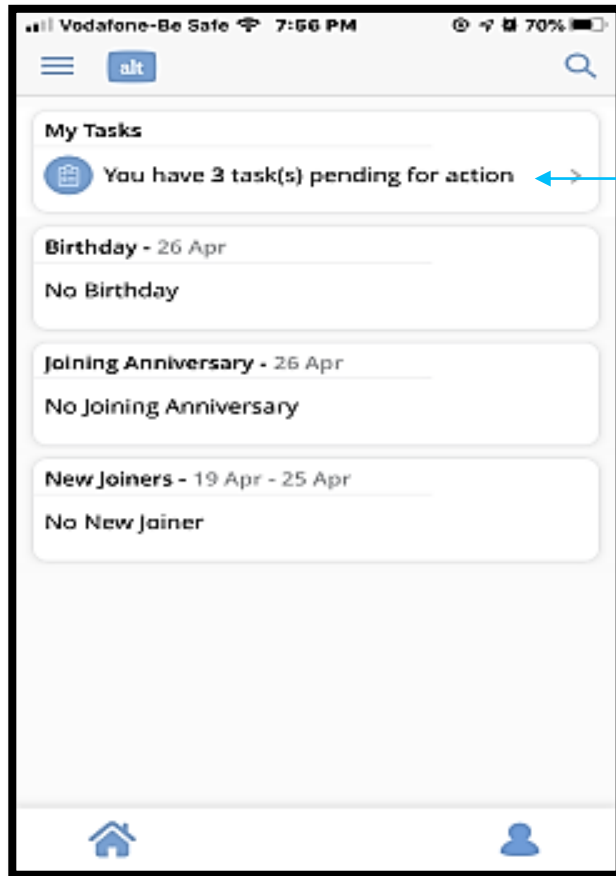
After filling all details, click on submit.

My Leaves

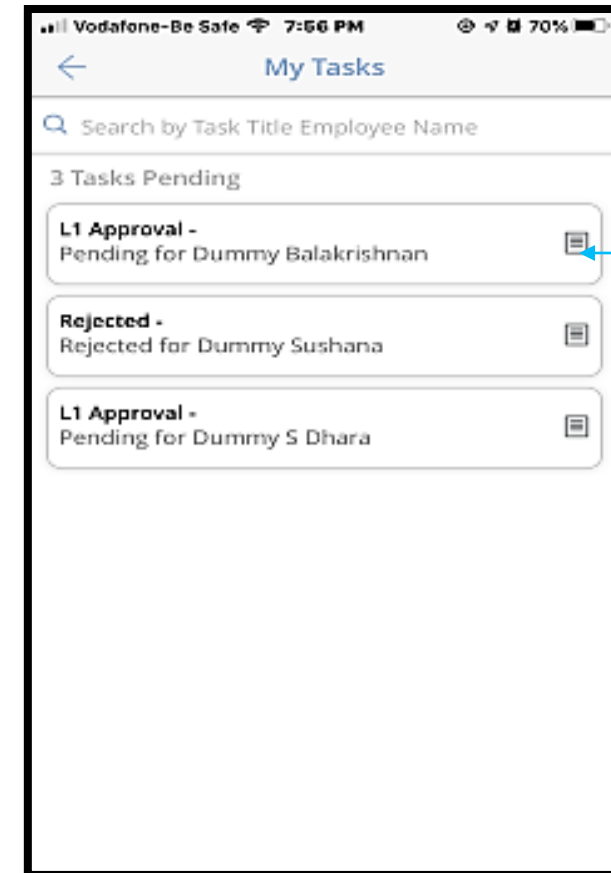


All the applied leaves will appear here along with the Leave Types, their annual quota and balance.

Leave Approval- L1 Manager



Click here to see pending tasks



Leave pending for approval will be visible here

Leaves Approval Page- L1 Manager

Leave Approval

Employee Details

Dummy S Dhara
Dummy1
SR Manager

Leave Details

Leave Type	Leave Reason
Privilege Leave	Personal
Start Date	End Date
28 Apr 2020	28 Apr 2020
Count	Status
1.00 d	Pending

Employee Comments
Personal

[View Duration Details](#)

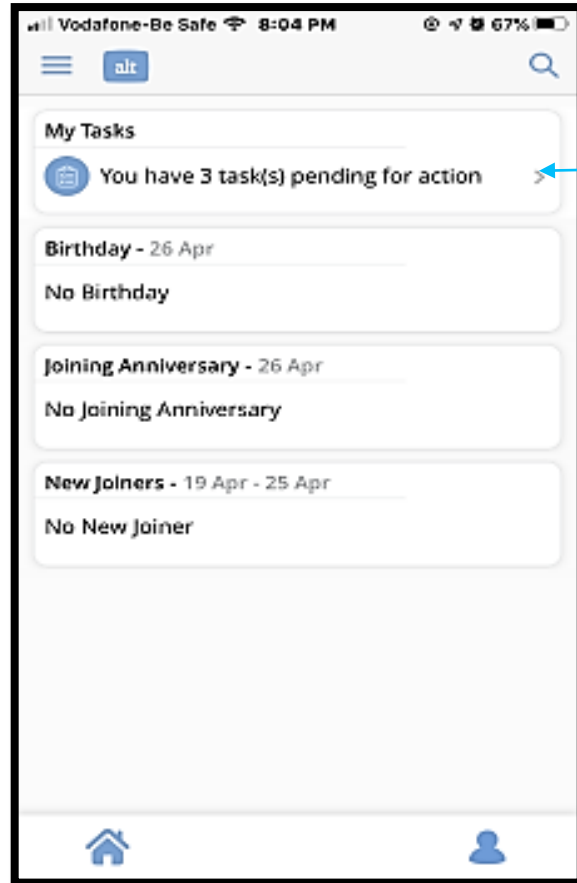
Comment

Approve **Reject**

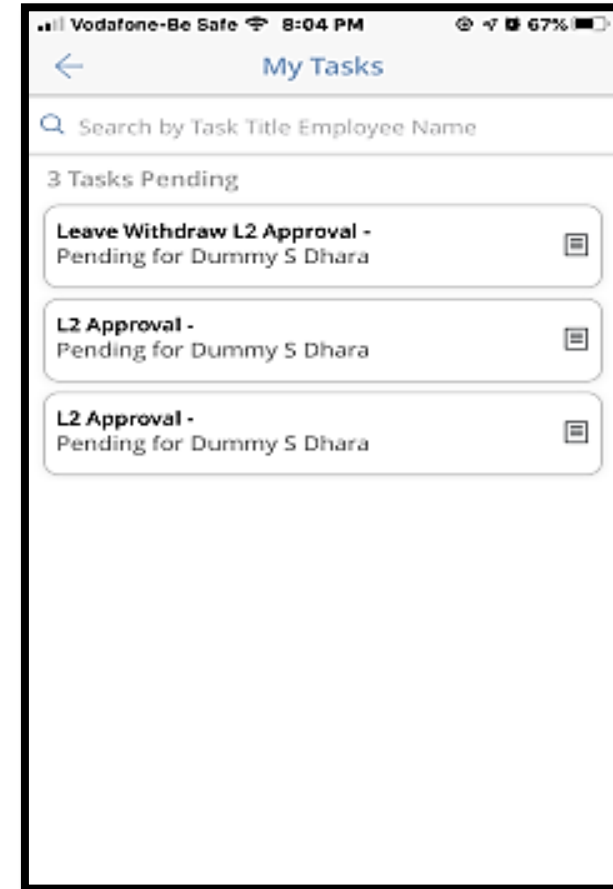
L1 can view the leave details before approving or rejecting

Approve/reject applied Leave

Leave Approval- HR



Click here to see pending tasks



Leave Approval Page- HR

Vodafone Be Safe 8:04 PM 67%

← Leave Approval

Employee Details

Dummy S Dhara
Dummy1
SR Manager

Leave Details

Leave Type	Leave Reason
Privilege Leave	Personal
Start Date	End Date
28 Apr 2020	28 Apr 2020
Count	Status
1.00 d	Pending

Manager Comments

Ok

[View Duration Details](#)

Comment

[Approve](#) [Reject](#)

L2 can view the leave details before approving or rejecting

Approve/reject applied Leave



Thank You