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| genweb2 ltd. |
| Samuda HR Leave Request User Manual |
| REFERENCE: GW/ERP/USER MANUAL |
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| **Genweb2 Ltd.** |
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# 1. HR Leave Management

## 1.5 First Approval Leave Request by Department manager

After apply the leave request “Department Manager & Manager” will get the notification. Department Manager can first approve the leave request. He can update number of leave day(s) before approval. After Department Manager Approval, HR will get notification. HR Manager Can Approve or Refuse the leave request. After that requested leave will finally approve.

To see the employee leave request use the menu **Leave ‣ My Leaves ‣ Leaves Request.**



Figure: Leave Request Notification

Department manager can approve employee’s leave request. DM and HRM can see all leave request there **Leave ‣ Leave to approve ‣ Leaves.**

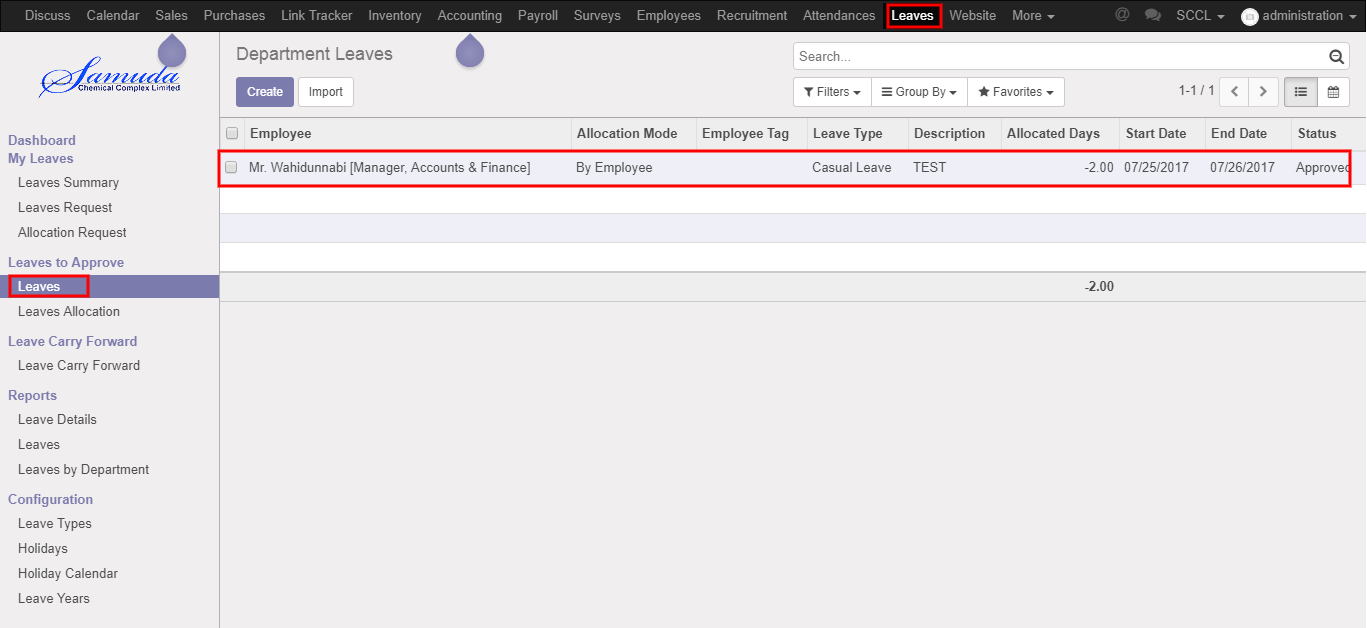


Figure: All Leave Request List View

Here Department Manager can first approve the leave request by click on Approve button. He can update number of leave day(s) before approval.

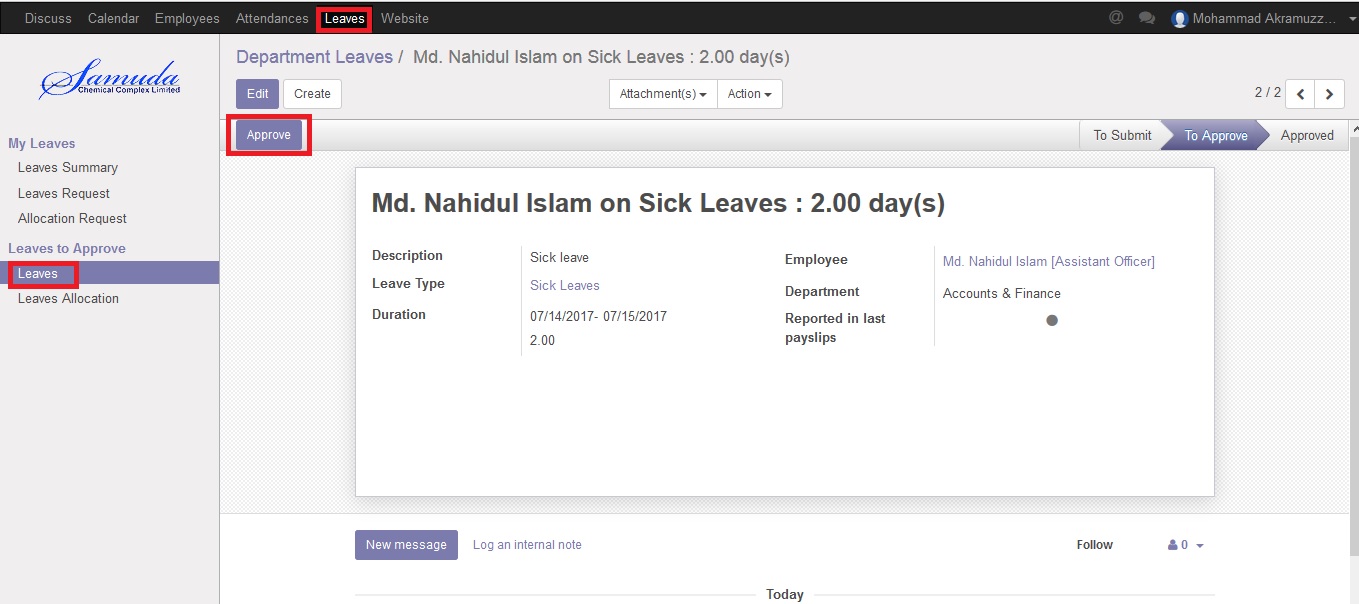


Figure: All Leave Request First Approval

After Department manager’s approval HR manager can final approve or refuse the employee’s leave request. DM and HRM can see all leave request there **Leave ‣ Leave to approve ‣ Leaves.**

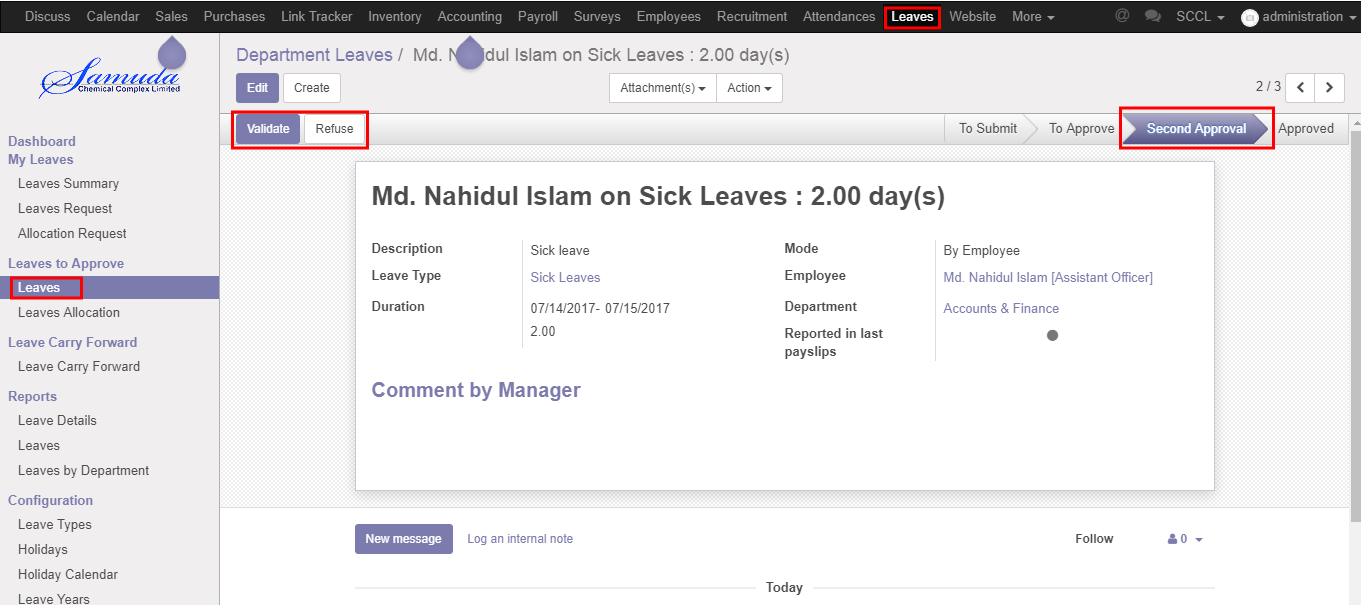


Figure: All Leave Request Second Approval

## 1.5 Show Leave Summary

For create a leave request we have to go leave menu then create a leave request. Department manager and HR manager can see all of employee leave Summary.

Using the menu **Leave ‣ My Leaves ‣ Leave Summary**.



Figure: Leave Summary

## 1.6 Create Leave Allocation Request

After apply the leave allocation request “Department Manager & Manager” will get the notification. Department Manager can first approve the leave allocation request. He can update number of leave day(s) before approval. After Department Manager Approval, HR will get notification. HR Manager Can Approve or Refuse the leave allocation request. After that requested leave will finally approve.

Here Department Manager can first approve the leave request by click on Approve button. He can update number of leave day(s) before approval.

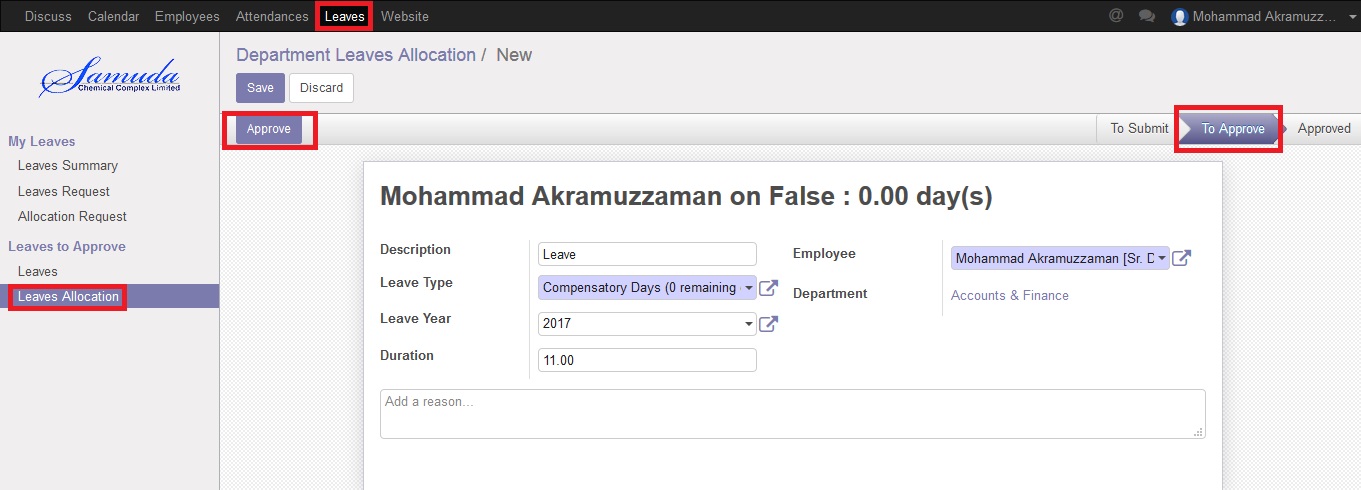


Figure: All Leave Allocation Request First Approval

After Department manager approval HR manager can final approve or refuse the employee’s leave allocation request. DM and HRM can see all leave allocation request there **Leave ‣ Leave to approve ‣ Leaves Allocation.**

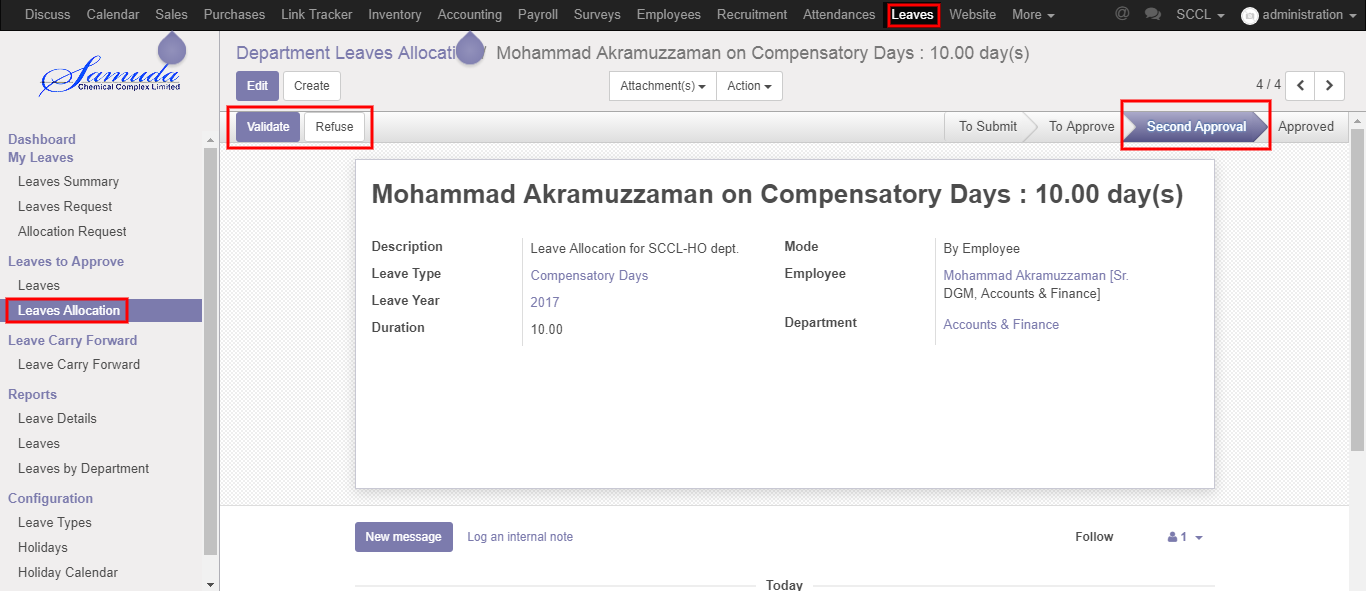


Figure: All Leave Allocation Request Second Approval