

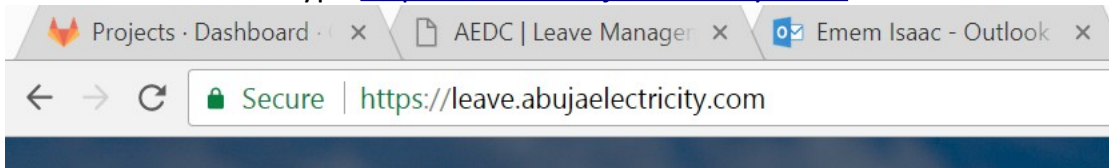


Leave Management System

2017 Version User Guide

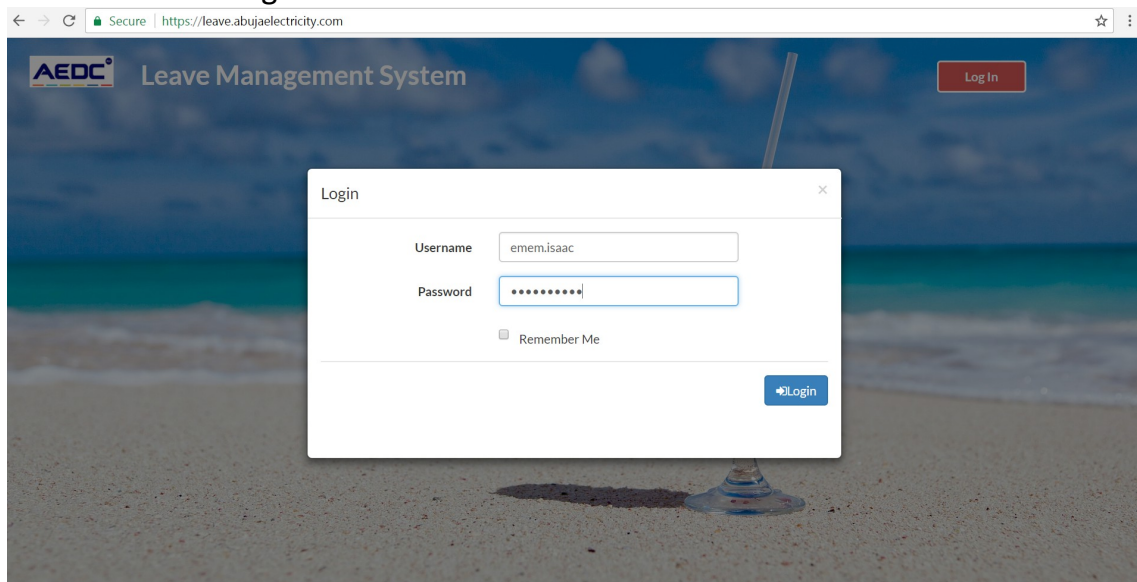
1.0 How to access the Leave Management System

- a. Open your internet browser (Chrome or Mozilla Firefox)
- b. In the address bar type <https://leave.abujaelectricity.com/>



2.0 How to login to the Leave Management System

- a. Click the red Login button in the top right corner of the screen
- b. Type in your AEDC email address into the Username box
- c. Type your AEDC password into the password box
- c. Click the blue Login button



If your username and password are correct, you will be taken to the home page of the leave application.

3.0 Understanding the home page

The home page has several sections

Leave days left					
Annual	Casual	Compassionate	Examination	Paternal	Sick
13	5	5	0	0	0
Apply	Apply	Apply	Apply	Apply	Apply

The Leave days left section shows you how many leave days you have left for each type of leave. The type of leave you see is determined partly by your gender.

My applications							4
Type	Days	Starting	Ending	Days Left	Status	Reason	
Casual	5	Aug 24, 2017	Aug 31, 2017	10	Pending Stand in's Approval	i need the rest.	Delete
Annual	1	Aug 23, 2017	Aug 24, 2017	24	Will you Stand in?	HR Excluded - testing denial work flow	Delete
Annual	1	Aug 23, 2017	Aug 24, 2017	25	Approved	HR excluded	
Annual	2	Jul 26, 2017	Jul 28, 2017	24	Pending HR Approval	Testing todays update	

The my applications section is a listing of all your leave requests and their status. The red delete button is available only for requests that have not been approved.

Stand-in Requests
4

Theophilus Ibimode (Select Unit)

Leave Type	Days	Starting	Ending	Days Left
Annual	10	Sep 4, 2017	Sep 18, 2017	25

Reason:
Status

For Wedding
Will you Stand in?

Decline
Accept

Stand-in Requests section contains requests for you to relieve a colleague. You may either accept by clicking the green Accept button to the right or decline by clicking the white Decline button to the left. If you choose to decline, you will need to state why, before clicking the white Submit button

For my attention as a Supervisor
1

Theophilus Ibimode (Select Unit)

Leave Type	Days	Starting	Ending	Days Left
Annual	10	Sep 4, 2017	Sep 18, 2017	25

Reason:
Status

For Wedding
Awaiting your Approval

Deny
Approve

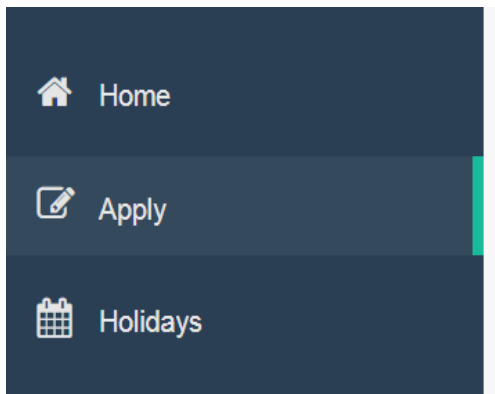
The section (For my attention as Supervisor) shows all leave requests awaiting your response as a supervisor. You may either accept by clicking the green Accept button to the right or decline by clicking the white Decline button to the left. If you choose to decline, you will need to state why, before clicking the white Submit button.

4.0 What information is required when applying for leave

Before applying for leave you need to have the following information:

- The correct AEDC email address of the colleague who will be relieving you
- The correct AEDC email address of your supervisor
- The number of leave days you require
- The date you want to start the leave

5.0 How to apply for leave



To the left of the Leave software screen, you will see a link called Apply, click it. A form will appear where you will need to provide such details as the type of leave, the reason (optional), when you want to start the leave, the number of days you will be gone, the username of the officer to relieve you and the username of your boss.

username
emem.isaac@abujaelectricity.com

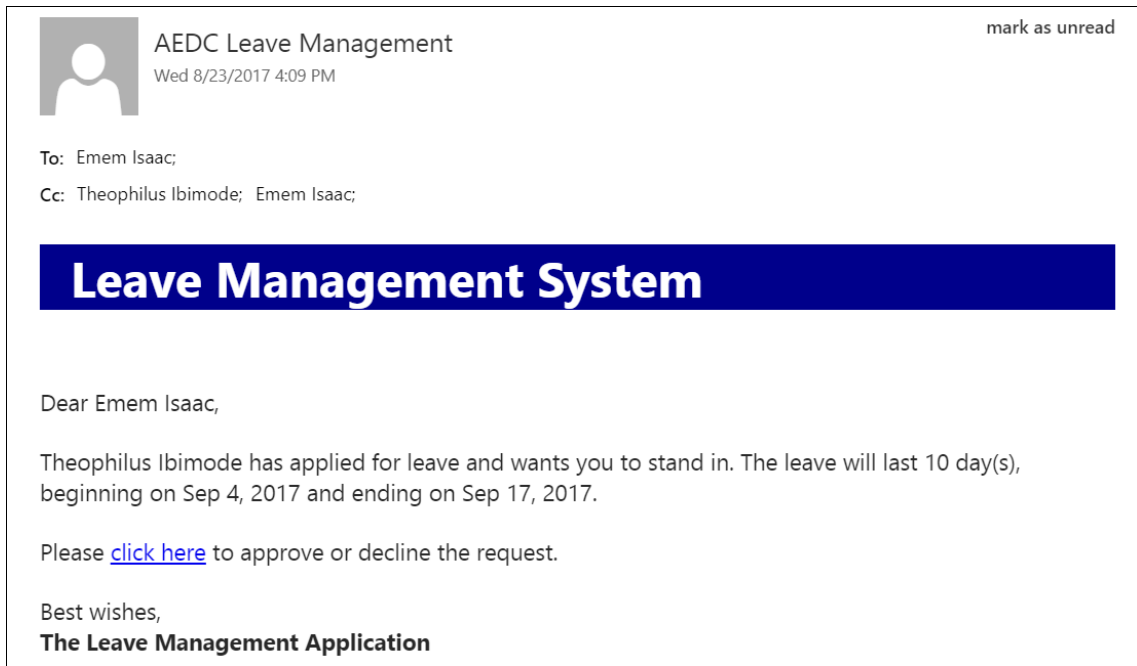
The part of the email address before the @ is the username.

6.0 What happens after you submit a leave application

1. The officer to stand in for you receives an email asking him to respond to your request
2. If your stand in accepts, your supervisor receives an email asking him to respond to your request
3. If your supervisor approves, you will receive email confirming that your leave has been approved, stating when it starts and when it end.

7.0 How to accept to stand in

When a colleague chooses you as stand in, you will receive an email message containing a link for you to click to accept or decline the request. See a sample below



Click the blue “click here” to view the request. The image below shows the details for the above request.

Request Details

Theophilus Ibimode (Select Unit)

Leave Type	Days	Starting	Ending	Days Left
Annual	10	Sep 4, 2017	Sep 18, 2017	25

Reason:

Status

For Wedding

Awaiting your Approval

Deny

✓ Approve

To accept, click Approve, to decline click Deny.

8.0 What happens after you accept to stand in

When you accept to stand in, the applicant receives an email that you have accepted.

9.0 How to decline to stand in

Follow the steps for accepting to stand in as per 7 above but instead of clicking Approve, click

Deny, then in the space provided, explain your reason for declining, then click Submit.


10.0 What happens when you decline standing in

The applicant, your supervisor and HR all get notified.

11.0 How to approve a leave request (as a supervisor)

As a supervisor, you should have received an email message containing a link for you to click to accept or decline the request. See a sample below

New Leave Request for your Approval


AEDC Leave Management
 Mon 8/28/2017 4:34 PM
 Inbox

← REPLY ←← REPLY ALL → FORWARD ...
mark as unread

To: Emem Isaac;
Cc: Theophilus Ibimode;

Leave Management System

Dear Emem Isaac,

Theophilus Ibimode has applied for leave and needs your approval. The leave will last 10 day(s), beginning on Sep 4, 2017 and ending on Sep 17, 2017.

Please [click here](#) to approve or decline the request.

Best wishes,
The Leave Management Application

Click on the link in blue and it will open up the leave request. Like below

Request Details

Theophilus Ibimode (Select Unit)

Leave Type	Days	Starting	Ending	Days Left
Annual	10	Sep 4, 2017	Sep 18, 2017	25

Reason:

For Wedding

Status

Awaiting your Approval

To decline the request, click the white button, to approve the request, click the green button.

12.0 What happens when a supervisor approves a leave request

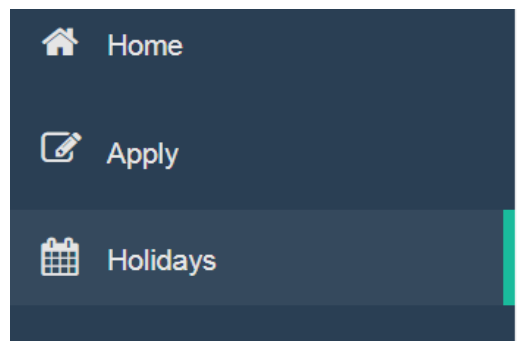
All stakeholders will receive notification (the applicant, the reliever, the supervisor and HR)

13.0 What happens when a supervisor declines a leave request

All stakeholders will receive notification (the applicant, the reliever, the supervisor and HR)







14.0 Managing Holidays

The leave application has a Holidays listing view-able by all staff. Only Leave Managers can update this list. This list enables the leave software properly calculate leave resumption dates.



If you are a Leave Manager, when you open this list, you will see options for removing and adding holidays

Current Holidays

Date	Holiday	
Mon, Jun 26, 2017 12:00 AM	Eid-el-fitr	 Delete
Tue, Jun 27, 2017 12:00 AM	Sallah Holiday	 Delete
Fri, Sep 1, 2017 12:00 AM	Id el Kabir	 Delete
Mon, Sep 4, 2017 12:00 AM	Id el Kabir Day 2	 Delete
Sun, Oct 1, 2017 12:00 AM	Independence Day	 Delete
Mon, Dec 25, 2017 12:00 AM	Christmas	 Delete
Tue, Dec 26, 2017 12:00 AM	Boxing	 Delete


New Holiday

To add a new holiday, click the New Holiday blue button, then fill in the name and the date of the holiday, then click Add Holiday to save.

New Holiday

Name Workers Day

Date 02/10/2017

 Add Holiday


15.0 Managing Sections

The sections feature enables adding, removing and listing departments and units. Section administration is restricted to Leave Managers.



Sections

Departments & Units

Id	Name	Type	Is Under
1	Information & Communication Technology	department	 Delete
4	System Development	unit	 Delete
6	Human Resources	department	 Delete
9	Technical Services	department	 Delete
13	Corporate Services	department	 Delete

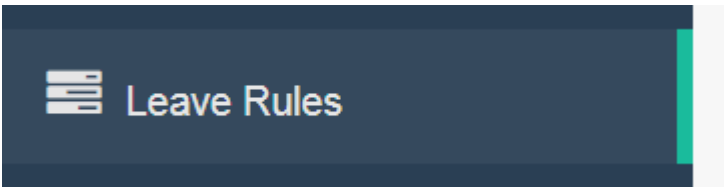
New office

To add a new section, click the blue New Office button. Fill in the details then click add office

New Office

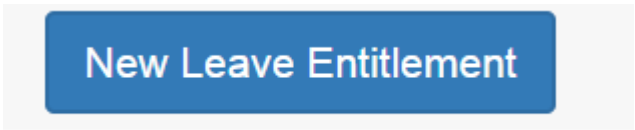
Name	<input type="text" value="Commercial Services"/>
Abbreviation	<input type="text" value="CS"/>
Belongs to	<input type="text" value="Is not underany Section"/> ▼
Type	<input type="text" value="Department"/> ▼
<input type="button" value="+Add office"/>	

16.0 Managing Leave Rules



Leave Entitlements				
Salary Grade	Leave Type	Days Since Resumption	Days Allocated	
FO1	Annual	180	15	<button>Delete</button>
FO2	Annual	180	11	<button>Delete</button>
FO1	Annual	210	18	<button>Delete</button>
FO2	Annual	210	13	<button>Delete</button>
FO1	Annual	240	20	<button>Delete</button>

The Leave Rules feature enables Leave managers specify staff leave entitlements. At the bottom of the screen, you will find a button for adding a new leave rule. If a leave rule becomes obsolete, you can delete it.



New Leave Entitlement

Days Since Resumption

360

Days Allocated

30

Leave Type

Annual

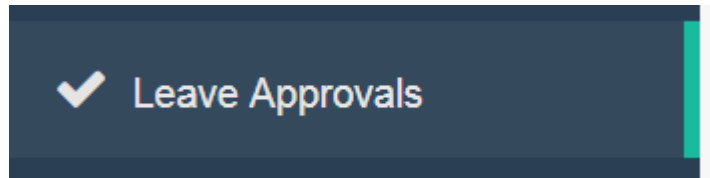
Leave Type

Functional Officer I (30 days Leave)

+Add Leave Entitlement

Fill in the details of the new leave rule, then click add leave entitlement.

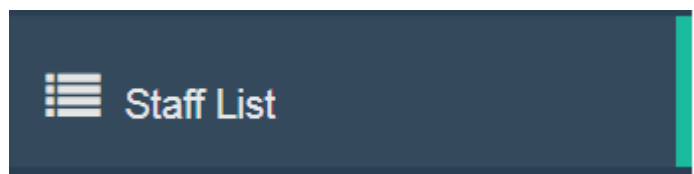
17.0 Viewing Approvals



The leave approvals feature shows all approvals in the system.

Leave Approvals						
Applicant	Leave Type	Days	Approved by	Date Approved	Request Id	
aminu.bello	Annual	20	leave	2017-07-07	0	Delete
ahmed.shekarau	Annual	20	leave	2017-07-07	0	Delete
garba.madani	Annual	20	leave	2017-07-07	0	Delete
joseph.adeniyi	Annual	5	leave	2017-07-07	0	Delete
rita.	Annual	5	leave	2017-07-07	0	Delete
jamiu.zikirat	Maternity	16	leave	2017-07-07	0	Delete
ferdinard.doris	Annual	15	leave	2017-07-07	0	Delete

18.0 Managing staff profiles



This feature provides a listing of all users in the application. The list shows just 50 records at a time. Each record has a link for viewing extra information about the user. This section also enables importing of approvals and staff records from excel and creating a new staff profile.

Staff

+ Import Approvals

+ Import Staff

+ Add Staff

«

1

2

3

4

5

6

7

8

9

»

#	Name	Job Title	Department	Actions
1	Emem Isaac	Function Officer 1 (ICT)	ICT	Profile
2	Christopher Ekorhi	DEPUTY MANAGER (ICT)	ICT	Profile
3	Omotayo Omotoso	MANAGER (FACILITY MGT & INFRASTRUCTURE SUPPORT)	ICT	Profile
4	Oluwayemisi Owa	SUPERVISOR (HR)	HR & CS	Profile
5	Joseph Agih	SUPERVISOR (HR)	HR & CS	Profile

Clicking the profile link, shows extra information about that user.

Update your profile

Staff ID

150093

Annual Leave

30 days Leave

Department

Select Department

Designation

Function Officer 1 (ICT)

Date of Employment

3/4/2017

Gender

Male

Region

Select

Area Office

Select

Tick if Member of Director Cadre

☐

Unit

Select Unit

Roles

☒ Human Resource ☒ User Administrator

Save

After filling your entries, click Save.