

How to Get Your Leave Module Up and Running



The following steps will help you to setup the Leave Module:

1. Add Employees via the *PIM* module
2. Set work email address for all employees on the *Contact Details*
3. Set Supervisors and Subordinates to relevant employees via *Report –to* menu item
4. Configure email settings for the admin on *Email Notifications>>Configuration*
5. Subscribe to required leave related email notifications by the admin from *Email Notifications>>Subscribe*
6. Add leave types, *Leave>>Define Leave Types*
7. Add leave quota for employees from the *Leave>>Leave Summary >>Employee leave Summary* menu item. Click *Edit* and enter the No. of days and click *Save*

Your OrangeHRM Leave Module is now functional and employees can now be assigned leave or they can apply for leave.

The leave application procedure is as follows:

1. Select *Leave>>Apply*, supervisor and admin will be notified of the application
2. Admin or supervisor can approve or reject leave applications via *Leave>>Leave List*, these changes will be notified to the relevant employee via email and will reflect under *Leave>>My Leave* for the ESS users
3. Admin or Supervisor can assign leave to employees via *Leave>>Assign Leave*, relevant employees will be notified through an email about the assigned leave

For more information on the leave module download the OrangeHRM User Guide.

The OrangeHRM Leave Module can be customized to suit your organizations requirement, please contact us via sales@orangehrm.com or visit www.orangehrm.com/customizations.php