Enterprise Resource Planning

Training User Manual

VERSION 12.0.0

Leave Reports

Index

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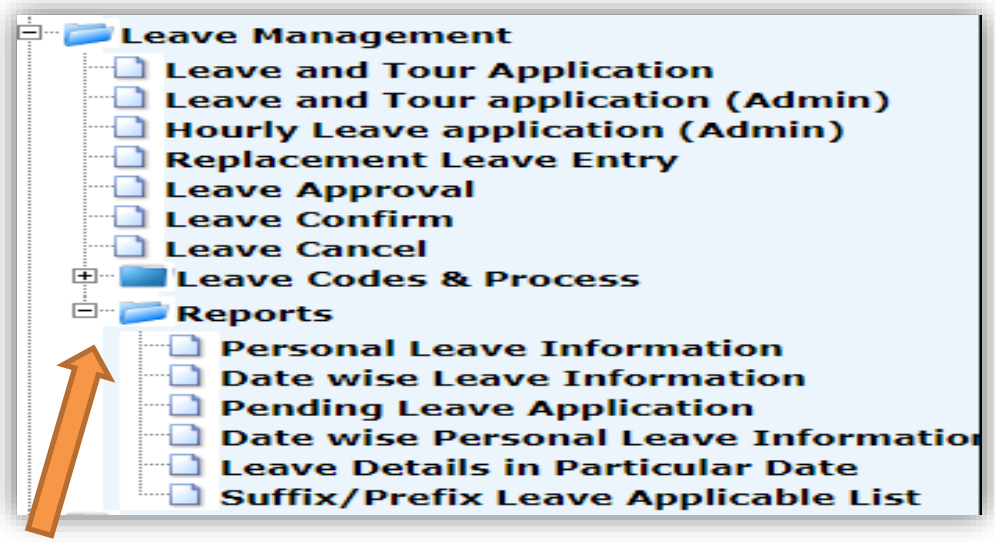
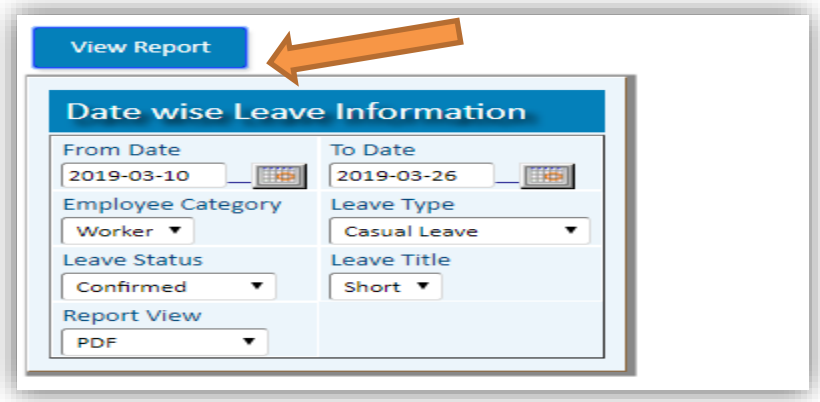
Leave Reports

Choose the parameter **Short/ Long** to show reports Hourly/Day wise

Step 1	Open System **>** Leave Management **> Reports**
Step 2	Select the Report option to show any Report
Step 3	Fix the required Parameters and then click on **View Report** Button





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1. Personal Leave Information

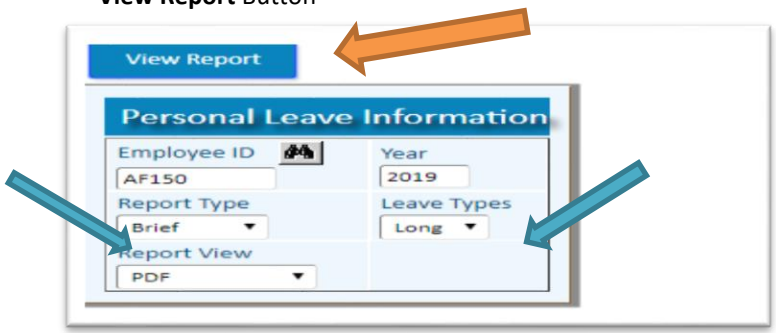
(To Show the number Assigned Leave, Used & Available Leave for the Year of any Staff)

Step 1 Open System > Leave Management > **Reports**

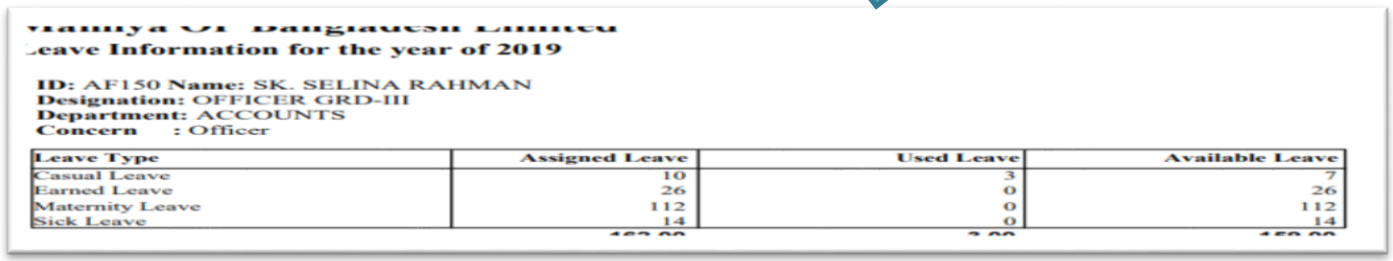
Step 2 Select the Report option **Personal Leave Information**

Step 3 Choose the parameter **Short/ Long** to show reports **Hourly/Day** wise

Step 4 Pick the desired Staff ID, Year, Report Type(Summary, Brief, detail), Leave Type and then click on **View Report** Button



Summary Report (Long for day wise)

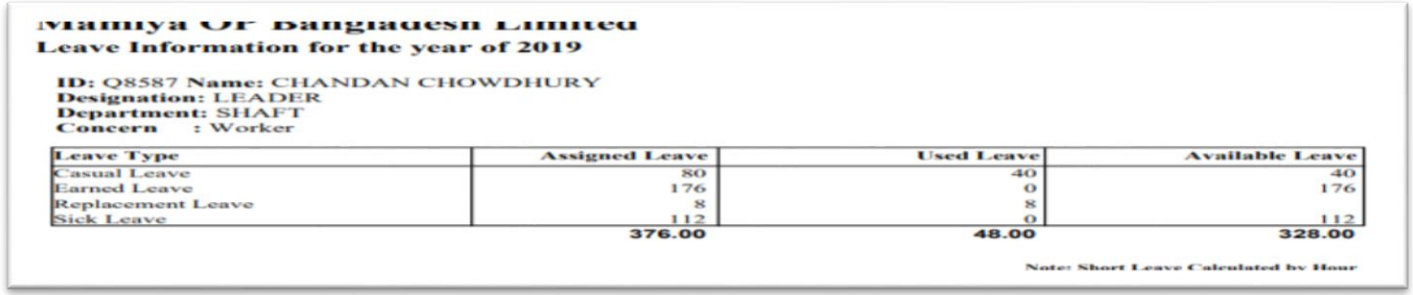


Leave Information for the year of 2019

ID: AF150 **Name:** SK. SELINA RAHMAN
Designation: OFFICER GRD-III
Department: ACCOUNTS
Concern : Officer

Leave Type	Assigned Leave	Used Leave	Available Leave
Casual Leave	10	3	7
Earned Leave	26	0	26
Maternity Leave	112	0	112
Sick Leave	14	0	14

Summary Report (Short for hour wise)



Leave Information for the year of 2019

ID: Q8587 **Name:** CHANDAN CHOWDHURY
Designation: LEADER
Department: SHAFT
Concern : Worker

Leave Type	Assigned Leave	Used Leave	Available Leave
Casual Leave	80	40	40
Earned Leave	176	0	176
Replacement Leave	8	8	
Sick Leave	112	0	112
	376.00	**48.00**	**328.00**

Note: Short Leave Calculated by Hour

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Brief Report

Mamiya OP Bangladesh Limited

Leave Information for the year of 2019

ID: AF150 **Name:** SK. SELINA RAHMAN
Designation: OFFICER GRD-III
Department: ACCOUNTS
Concern : Officer

Leave Type	Assigned Leave	Used Leave	Available Leave
Casual Leave	10	3	7
Earned Leave	26	0	26
Maternity Leave	112	0	112
Sick Leave	14	0	14
	162.00	**3.00**	**159.00**

Note: Long Leave Calculated by Day

Detail Leave Information

Reason	Leave Type	Days	Status
From file	Casual Leave	1	Confirmed
		0	Open
	Casual Leave	1	Confirmed
	Casual Leave	1	Confirmed

Detail Report

Mamiya OP Bangladesh Limited

Leave Information for the year of 2019

ID: AF150 **Name:** SK. SELINA RAHMAN
Designation: OFFICER GRD-III
Department: ACCOUNTS
Concern : Officer

Leave Type	Assigned Leave	Used Leave	Available Leave
Casual Leave	10	3	7
Earned Leave	26	0	26
Maternity Leave	112	0	112
Sick Leave	14	0	14
	162.00	**3.00**	**159.00**

Note: Long Leave Calculated by Day

Detail Leave Information

Reason	Leave Type	Days	Status
From file	Casual Leave	1	Confirmed
Applied Date : 12-Jan-2019 to 12-Jan-2019	Approved Date : 12-Jan-2019 to 12-Jan-2019		
		0	Open
Applied Date : 24-Feb-2019 to 24-Feb-2019			
	Casual Leave	1	Confirmed
Applied Date : 16-Mar-2019 to 16-Mar-2019	Approved Date : 16-Mar-2019 to 16-Mar-2019		
	Casual Leave	1	Confirmed
Applied Date : 22-Mar-2019 to 22-Mar-2019	Approved Date : 22-Mar-2019 to 22-Mar-2019		

2. Date wise Leave Information

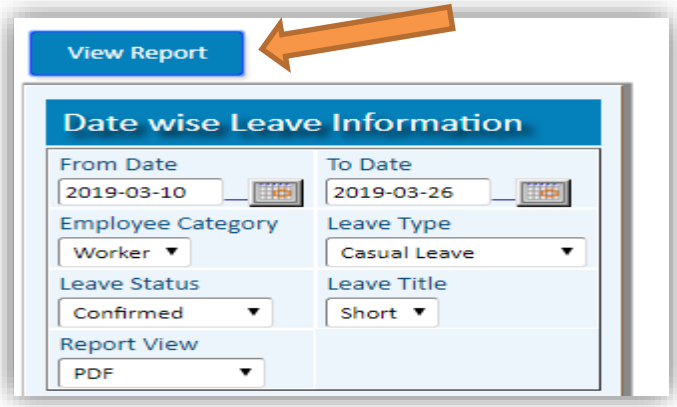
(To Show department wise daily Attendance Info of staffs)

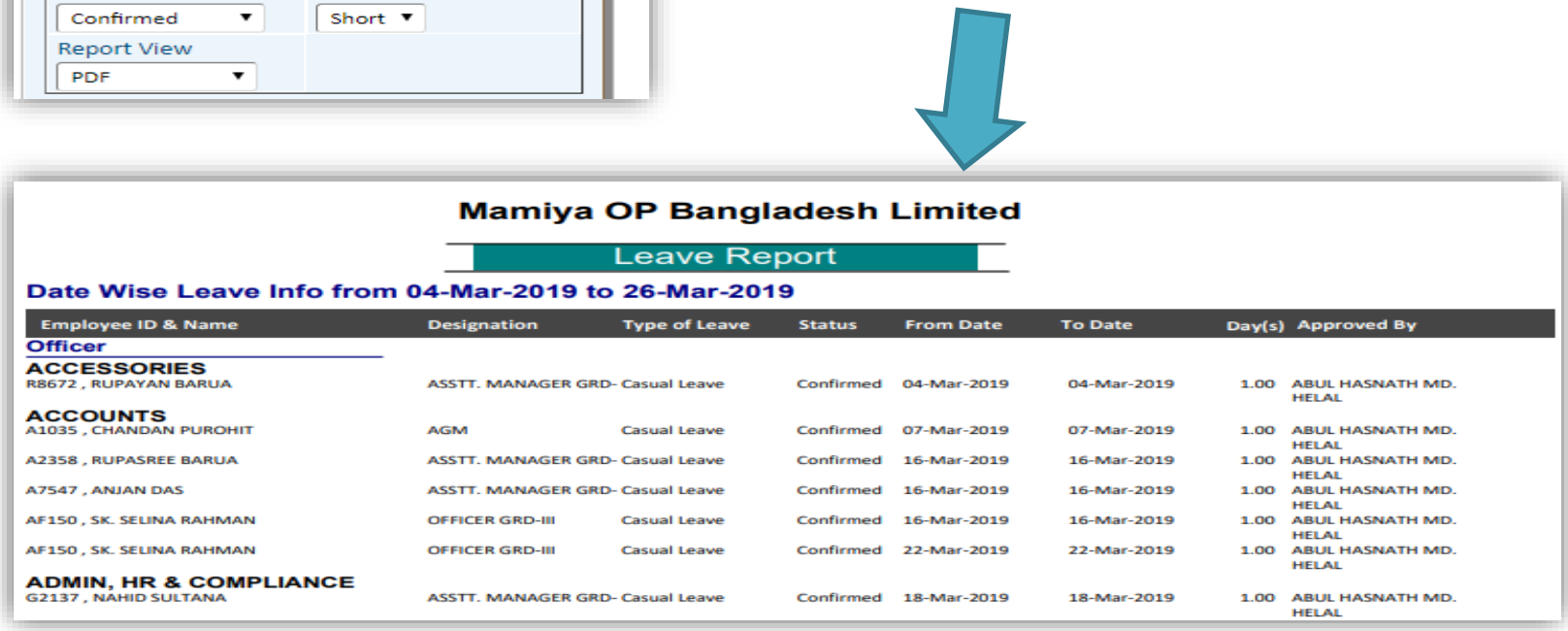
(Choose the parameter **Short/ Long** to show reports **Hourly/Day** wise)

Step 1 Open System **>** Leave Management **> Reports**

Step 2 Select the Report option **Date wise Leave Information**

Step 3 Pick the start Date, End Date, Staff Category, Leave Type, Status and then click on **View Report** Button





Mamiya OP Bangladesh Limited

Leave Report

Date Wise Leave Info from 04-Mar-2019 to 26-Mar-2019

Employee ID & Name	Designation	Type of Leave	Status	From Date	To Date	Day(s)	Approved By
Officer							
ACCESSORIES							
R8672 , RUPAYAN BARUA	ASSTT. MANAGER GRD-	Casual Leave	Confirmed	04-Mar-2019	04-Mar-2019	1.00	ABUL HASNATH MD. HELAL
ACCOUNTS							
A1035 , CHANDAN PUROHIT	AGM	Casual Leave	Confirmed	07-Mar-2019	07-Mar-2019	1.00	ABUL HASNATH MD. HELAL
A2358 , RUPASREE BARUA	ASSTT. MANAGER GRD-	Casual Leave	Confirmed	16-Mar-2019	16-Mar-2019	1.00	ABUL HASNATH MD. HELAL
A7547 , ANJAN DAS	ASSTT. MANAGER GRD-	Casual Leave	Confirmed	16-Mar-2019	16-Mar-2019	1.00	ABUL HASNATH MD. HELAL
AF150 , SK. SELINA RAHMAN	OFFICER GRD-III	Casual Leave	Confirmed	16-Mar-2019	16-Mar-2019	1.00	ABUL HASNATH MD. HELAL
AF150 , SK. SELINA RAHMAN	OFFICER GRD-III	Casual Leave	Confirmed	22-Mar-2019	22-Mar-2019	1.00	ABUL HASNATH MD. HELAL
ADMIN, HR & COMPLIANCE							
G2137 , NAHID SULTANA	ASSTT. MANAGER GRD-	Casual Leave	Confirmed	18-Mar-2019	18-Mar-2019	1.00	ABUL HASNATH MD. HELAL

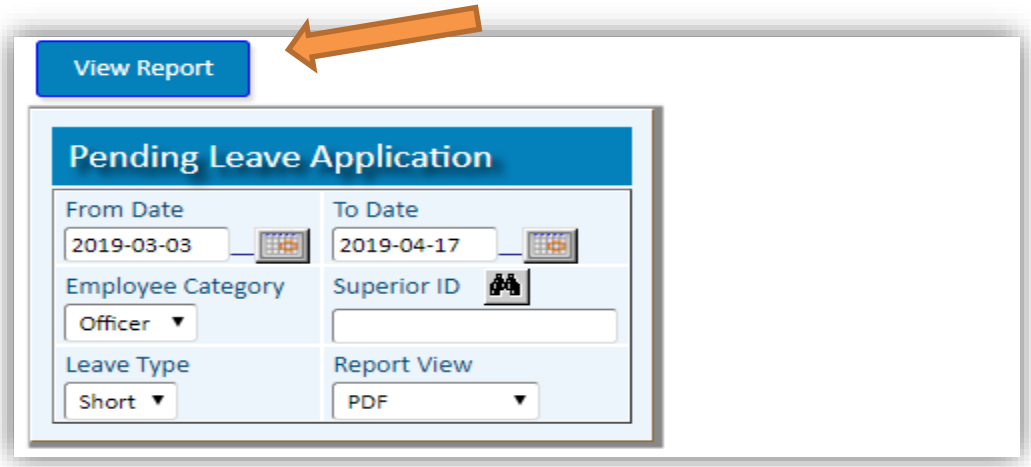
3. Pending Leave Application

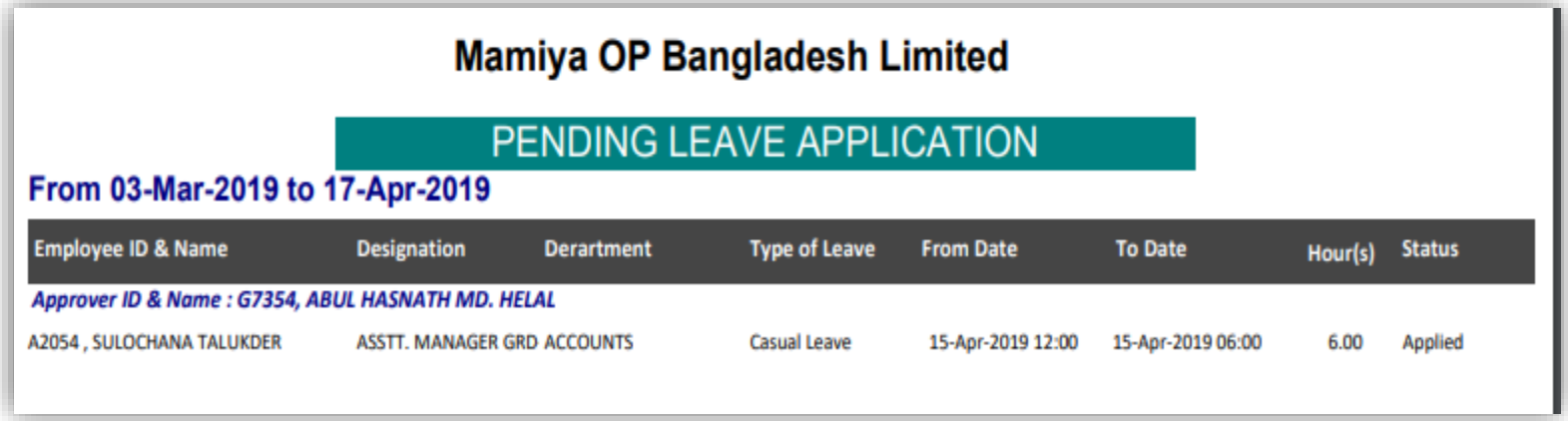
(To Show date wise Pending Leave Application status)

Step 1 Open System **>** Leave Management **> Reports**

Step 2 Select the Report option **Pending Leave Application**

Step 3 Pick the start Date, End Date, Staff Category, Superior ID, Leave Type and then click on **View Report** Button





Mamiya OP Bangladesh Limited

PENDING LEAVE APPLICATION

From 03-Mar-2019 to 17-Apr-2019

Employee ID & Name	Designation	Derartment	Type of Leave	From Date	To Date	Hour(s)	Status
Approver ID & Name : G7354, ABUL HASNATH MD. HELAL							
A2054 , SULOCHANA TALUKDER	ASSTT. MANAGER GRD	ACCOUNTS	Casual Leave	15-Apr-2019 12:00	15-Apr-2019 06:00	6.00	Applied

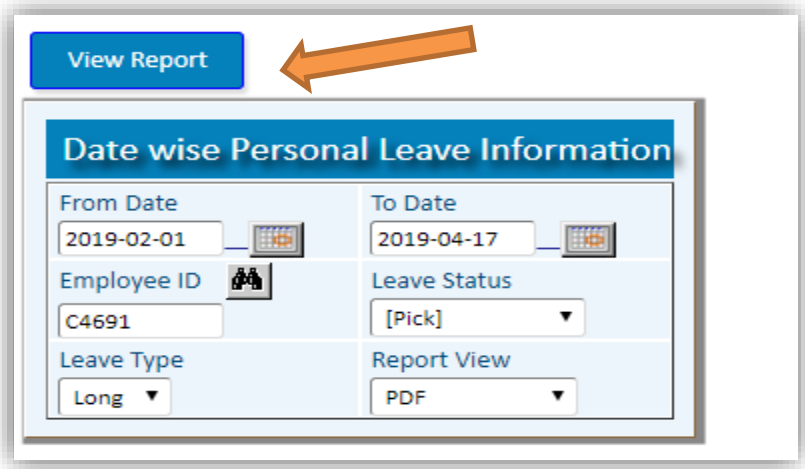
4. Date wise Personal Leave Information

(To Show Date Wise personal Leaves)

Step 1 Open System > Leave Management > **Reports**

Step 2 Select the Report option **Date wise Personal Leave Information**

Step 3 Pick the start Date, End Date, Staff ID, Leave Status and then click on **View Report** Button



Mamiya OP Bangladesh Limited

Leave Report

Personal Leave Info from 01-Feb-2019 to 17-Apr-2019

Employee ID & Name	Designation	Type of Leave	Status	From Date	To Date	Day(s)
Worker						
SHAFT						
C4691 , TAPASHI BARUA	SR. OPERATOR	Casual Leave	Confirmed	18-Mar-2019	18-Mar-2019	1.00
C4691 , TAPASHI BARUA	SR. OPERATOR	Casual Leave	Confirmed	19-Mar-2019	19-Mar-2019	1.00

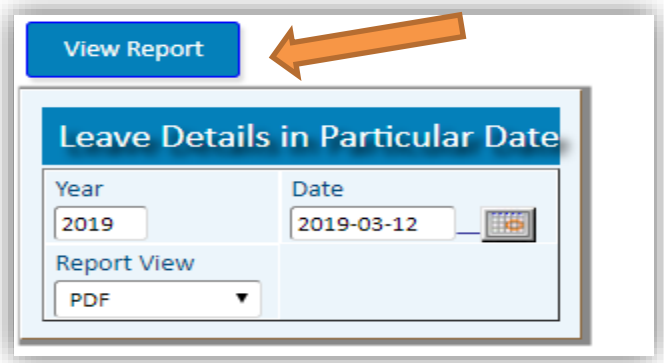
5. Leave Details in Particular Date

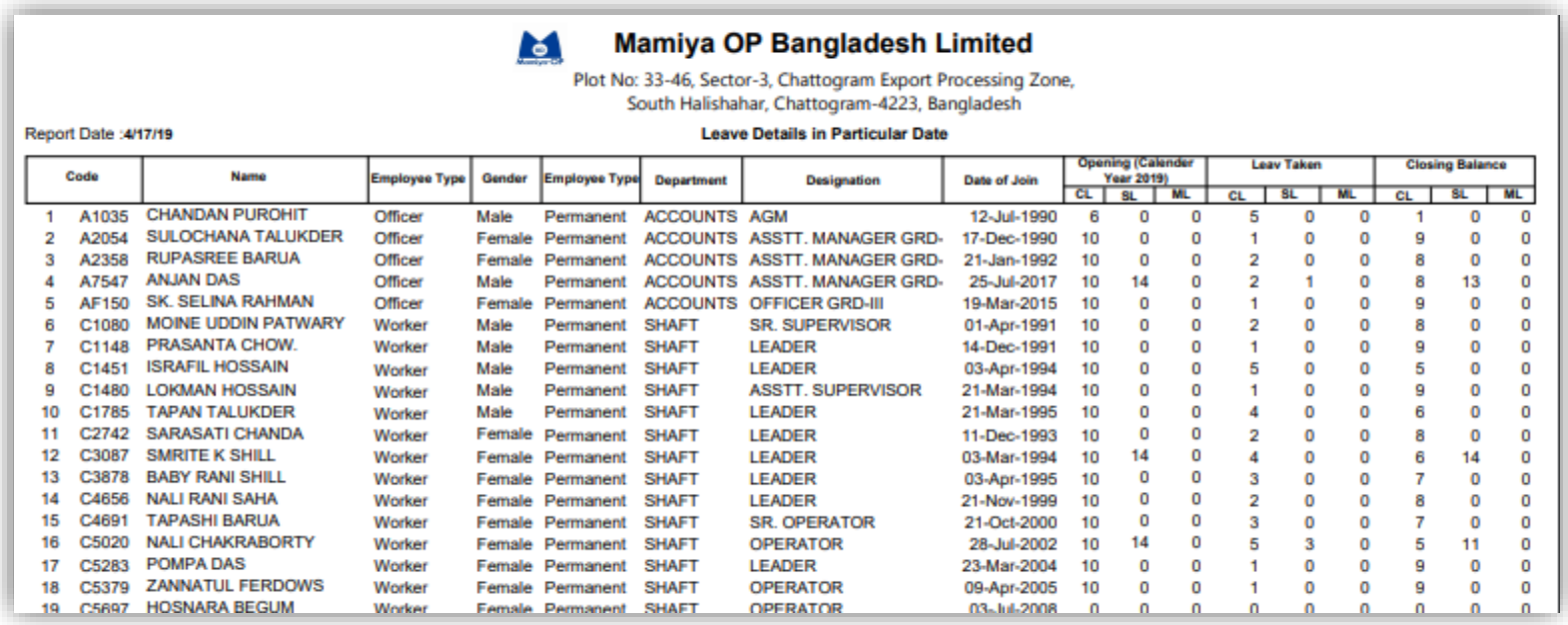
(To Show the Leave Detail of all Staffs on any Date)

Step 1 Open System **>** Leave Management **> Reports**

Step 2 Select the Report option **Leave Details in Particular Date**

Step 3 Pick the Year, desired Date and then click on **View Report** Button





Mamiya OP Bangladesh Limited

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone,
South Halishahar, Chattogram-4223, Bangladesh

Report Date :4/17/19

Leave Details in Particular Date

	Code	Name	Employee Type	Gender	Employee Type	Department	Designation	Date of Join	Opening (Calender Year 2019)			Leav Taken			Closing Balance		
									CL	SL	ML	CL	SL	ML	CL	SL	ML
1	A1035	CHANDAN PUROHIT	Officer	Male	Permanent	ACCOUNTS	AGM	12-Jul-1990	6	0	0	5	0	0	1	0	0
2	A2054	SULOCHANA TALUKDER	Officer	Female	Permanent	ACCOUNTS	ASSTT. MANAGER GRD-	17-Dec-1990	10	0	0	1	0	0	9	0	0
3	A2358	RUPASREE BARUA	Officer	Female	Permanent	ACCOUNTS	ASSTT. MANAGER GRD-	21-Jan-1992	10	0	0	2	0	0	8	0	0
4	A7547	ANJAN DAS	Officer	Male	Permanent	ACCOUNTS	ASSTT. MANAGER GRD-	25-Jul-2017	10	14	0	2	1	0	8	13	0
5	AF150	SK. SELINA RAHMAN	Officer	Female	Permanent	ACCOUNTS	OFFICER GRD-III	19-Mar-2015	10	0	0	1	0	0	9	0	0
6	C1080	MOINE UDDIN PATWARY	Worker	Male	Permanent	SHAFT	SR. SUPERVISOR	01-Apr-1991	10	0	0	2	0	0	8	0	0
7	C1148	PRASANTA CHOW.	Worker	Male	Permanent	SHAFT	LEADER	14-Dec-1991	10	0	0	1	0	0	9	0	0
8	C1451	ISRAFIL HOSSAIN	Worker	Male	Permanent	SHAFT	LEADER	03-Apr-1994	10	0	0	5	0	0	5	0	0
9	C1480	LOKMAN HOSSAIN	Worker	Male	Permanent	SHAFT	ASSTT. SUPERVISOR	21-Mar-1994	10	0	0	1	0	0	9	0	0
10	C1785	TAPAN TALUKDER	Worker	Male	Permanent	SHAFT	LEADER	21-Mar-1995	10	0	0	4	0	0	6	0	0
11	C2742	SARASATI CHANDA	Worker	Female	Permanent	SHAFT	LEADER	11-Dec-1993	10	0	0	2	0	0	8	0	0
12	C3087	SMRITE K SHILL	Worker	Female	Permanent	SHAFT	LEADER	03-Mar-1994	10	14	0	4	0	0	6	14	0
13	C3878	BABY RANI SHILL	Worker	Female	Permanent	SHAFT	LEADER	03-Apr-1995	10	0	0	3	0	0	7	0	0
14	C4656	NALI RANI SAHA	Worker	Female	Permanent	SHAFT	LEADER	21-Nov-1999	10	0	0	2	0	0	8	0	0
15	C4691	TAPASHI BARUA	Worker	Female	Permanent	SHAFT	SR. OPERATOR	21-Oct-2000	10	0	0	3	0	0	7	0	0
16	C5020	NALI CHAKRABORTY	Worker	Female	Permanent	SHAFT	OPERATOR	28-Jul-2002	10	14	0	5	3	0	5	11	0
17	C5283	POMPA DAS	Worker	Female	Permanent	SHAFT	LEADER	23-Mar-2004	10	0	0	1	0	0	9	0	0
18	C5379	ZANNATUL FERDOWS	Worker	Female	Permanent	SHAFT	OPERATOR	09-Apr-2005	10	0	0	1	0	0	9	0	0
19	C5697	HOSNARA BEGUM	Worker	Female	Permanent	SHAFT	OPERATOR	03-Jul-2008	0	0	0	0	0	0	0	0	0

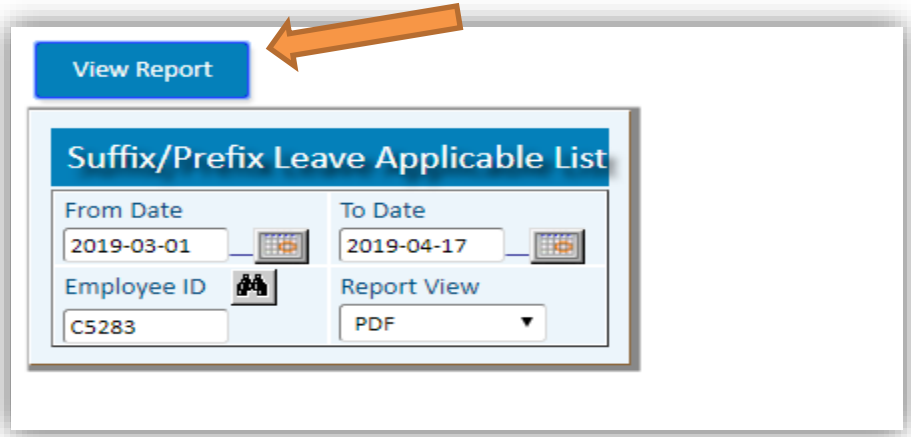
6. Suffix/Prefix Leave Applicable List

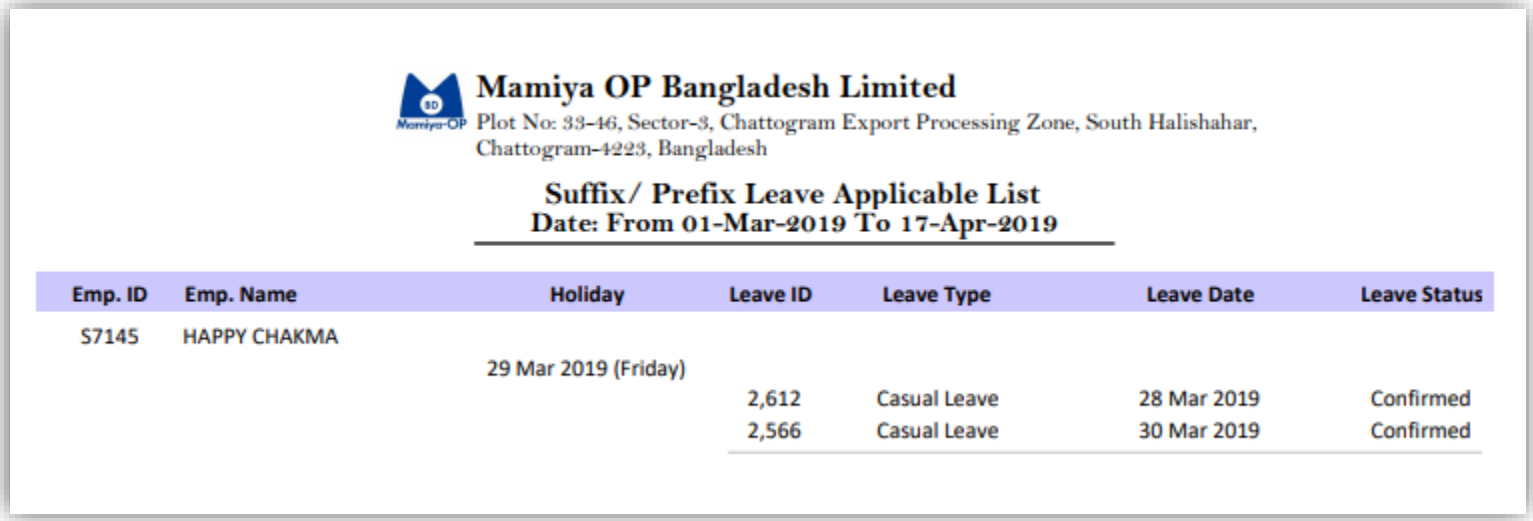
(To Show the all Holiday & leave for any Staff)

Step 1 Open System > Leave Management > **Reports**

Step 2 Select the Report option **Suffix/Prefix Leave Applicable List**

Step 3 Pick the start Date, End Date, Staff ID and then click on **View Report** Button





Mamiya OP Bangladesh Limited

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

Suffix/ Prefix Leave Applicable List

Date: From 01-Mar-2019 To 17-Apr-2019

Emp. ID	Emp. Name	Holiday	Leave ID	Leave Type	Leave Date	Leave Status
S7145	HAPPY CHAKMA					
		29 Mar 2019 (Friday)				
			2,612	Casual Leave	28 Mar 2019	Confirmed
			2,566	Casual Leave	30 Mar 2019	Confirmed

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