

Enterprise Resource Planning

Training User Manual

VERSION 12.0.0

Leave Management

Index

About	Page No.
➤ Leave and Tour Application	03
➤ Leave and Tour application (Admin)	04
➤ Hourly Leave application (Admin)	05
➤ Replacement Leave Entry	06
➤ Leave Approval	07
➤ Leave Confirm	08
➤ Leave Cancel	09
➤ Leave Codes & Process	10-16
➤ Reports	17

1. Leave and Tour Application (For each user)

Casual leave more than 3 days are not allowed in 1 month

- Step 1** Open System > Leave Management > Leave and Tour Application
- Step 2** Choose a Type of application (Leave Type) from **Used & Available Leave** dashboard.
- Step 3** Pick Start Date, End Date
- Step 4** Write Contact No. during Leave, Task Assigned person ID & Reason of Leave
- Step 5** Click **Add**
- Step 6** After being Confirmation, click **Apply** button to apply for Leave
- Result** The Applied Leave notifications will be shown on Superior's Dashboard.

Add

Update

Show

Clear

Delete

Apply

Leave & Tour Application

Employee ID G2137	Name NAHID SULTANA	Application Date 15-04-2019
Type of Application [Pick]	Including Holiday No	Status Open
From Date 15-04-2019	To Date 15-04-2019	
No of Day(s) 0	Holiday 0	Year 2019
Contact during Leave	Task Assign To	Name
Reason for Application		Approver Remarks
Signatory		
Preparer	Recommended By	Approved By
Reject Signatory		

Used & Available Leave

Leave Type	Available Leave	Monthly Leave	Used Leave	Balance
Casual Leave	10.00	0.00	6.00	4.00
Earned Leave	91.00	0.00	1.00	90.00
Maternity Leave	112.00	0.00	0.00	112.00
Sick Leave	14.00	0.00	0.00	14.00
Total	227.00		7.00	220.00

Applied Leave & Tour Info

S.No.	Apply Date	Type Of Application	From Date	To Date	Applied Day(s)	Approved Day(s)	Status	Approver	Approved By
2770	2019-04-08 00:00:00.0		2019-04-08 00:00:00.0	2019-04-08 00:00:00.0	0	0	Open	ABUL HASNATH MD. HELAL	
2766	2019-04-08 00:00:00.0		2019-04-08 00:00:00.0	2019-04-08 00:00:00.0	0	0	Open	ABUL HASNATH MD. HELAL	
2764	2019-04-08 00:00:00.0		2019-04-08 00:00:00.0	2019-04-08 00:00:00.0	0	0	Open	ABUL HASNATH MD. HELAL	
2761	2019-04-08 00:00:00.0		2019-04-08 00:00:00.0	2019-04-08 00:00:00.0	0	0	Open	ABUL HASNATH MD.	

2. Leave and Tour application (Admin)

(Superiors can apply leave for staff by this option)

(Casual leave more than 3 days are not allowed in 1 month)

- Step 1** Open System > Leave Management > Leave and Tour Application (Admin)
- Step 2** Choose Employee ID
- Step 3** Click **Add**
- Step 4** Choose a Type of application (Leave Type) from **Used & Available Leave** dashboard.
- Step 5** Pick Start Date, End Date
- Step 6** Write Contact No. during Leave, Task Assigned person ID & Reason of Leave
- Step 7** Click **Update**
- Step 8** After being Confirmation, click **Apply** button to apply for Leave
- Result** The Applied Leave notifications will be shown on the Superior's Dashboard for Approval.

LEAVE APPLICATION

Applicant : CHANDAN CHOWDHURY
 Type : Sick Leave
 Day(s) : 5
 Date(s) : 07-04-2019 to 11-04-2019

Add

Update

Show

Clear

Apply

Leave & Tour Application (Admin)

Employee ID	Name	Application Date
<input type="text"/>		21-04-2019
Type of Application	Including Holiday	Status

Applied Leave Info

Add

Update

Show

Clear

Delete

» Last

Apply

Leave & Tour Application (Admin)

Employee ID	Name	Application Date
S6420	JERMIN AKTER	01-04-2019
Type of Application	Including Holiday	Status
Earned Leave	No	Open
From Date	To Date	
29-05-2019	30-05-2019	
No of Day(s)	Holiday	Year
2	0	2019
Contact during Leave	Task Assign To	Name
Reason for Application	Approver Remarks	
Signatory		
Preparer	Recommended By	Approved By
JASMIN AKHTER		
Reject Signatory		

Used & Available Leave

Leave Type	Available Leave	Monthly Leave	Used Leave	Balance
Casual Leave	10.00	0.00	3.00	7.00
Earned Leave	67.00	0.00	3.00	64.00
Maternity Leave	112.00	0.00	0.00	112.00
Replacement Leave	0.00	0.00	0.00	0.00
Sick Leave	14.00	0.00	0.00	14.00
Total	203.00		6.00	197.00

Attendance Of S6420 Between 29-05-2019 And 30-05-2019

Suffix/ Prefix Leave Applicable Due To :

Applied Leave & Tour Info Detail

S.No.	Employee ID	Apply Date	Type Of Application	From Date	To Date	Applied Day(s)	Approved Day(s)	Status	Approver	App By
2597	S6420	2019-04-01 00:00:00.0	Earned Leave	2019-05-29 00:00:00.0	2019-05-30 00:00:00.0	2	0	Open	ABUL HASNATH MD. HELAL	
2598	S6420	2019-04-01 00:00:00.0	Sick Leave	2019-05-31 00:00:00.0	2019-06-08 00:00:00.0	9	0	Open	ABUL HASNATH MD. HELAL	

Leave & Tour Info Detail for : JERMIN AKTER

S.No.	Apply Date	Type Of Application	From Date	To Date	Applied Day(s)	Approved Day(s)	Status
2783	2019-04-09 00:00:00.0		2019-04-07	2019-04-07	0	0	Open

3. Hourly Leave Application (Admin)

(Superiors can apply hour wise leave for staff by this option)

- Step 1** Open System > Leave Management > Hourly Leave Application (Admin)
- Step 2** Choose Employee ID
- Step 3** Click **Add**
- Step 4** Choose a Type of application (Leave Type) from **Used & Available Leave** dashboard.
- Step 5** Pick Date & Number of Hour
- Step 6** Write Contact No. during Leave, Task Assigned person ID & Reason of Leave
- Step 7** Click **Update**
- Step 8** After being Confirmation, click **Apply** button to apply for Leave
- Result** The Applied Leave notifications will be shown on the Superior's Dashboard for Approval.

LEAVE APPLICATION

Applicant : CHANDAN CHOWDHURY
 Type : Casual Leave
 Hour(s) : 7.50
 Date : 21-04-2019

Add

Update

Show

Clear

Delete

Last

Apply

Hourly Leave & Tour Application (Admin)

Employee ID: [C1148] Name: [PRASANTA CHOW.] Application Date: [21-04-2019]

Type of Application: [None] Including Holiday: [No] Status: [Open]

From Date: [21-04-2019] (hh.mm) >> Hour: [0.00] Year: [0]

Contact during Leave: [] Task Assign To: [] Name: []

Applied Leave Info

Add

Update

Show

Clear

Delete

Last

Apply

Hourly Leave & Tour Application (Admin)

Employee ID: [C1148] Name: [PRASANTA CHOW.] Application Date: [16-04-2019]

Type of Application: [Casual Leave] Including Holiday: [No] Status: [Open]

From Date: [16-04-2019] (hh.mm) >> Hour: [5.000] Year: [2019]

Contact during Leave: [] Task Assign To: [A7547] Name: [ANJAN DAS]

Reason for Application: [Emergency] Approver Remarks: []

Signatory

Preparer: [] Recommended By: [] Approved By: []

Reject Signatory: []

Used & Available Leave

Leave Type	Available Hour	Used Hour	Balance Hour
Casual Leave	80.	8.00	72.00
Earned Leave	440.	0.00	440.00
Replacement Leave	0.	0.00	0.00
Sick Leave	112.	0.00	112.00
Total	632.	8.00	624.00

Attendance Of C1148 Between 16-04-2019 And 16-04-2019

Applied Leave & Tour Info Detail

S.No.	Employee ID	Apply Date	Type Of Application	From Date	To Date	Applied Day(s)	Applied Hour(s)	Approved Day(s)	Approved Hours(s)	Status
2841	A2054	2019-04-15 00:00:00.0	Casual Leave	2019-04-15 00:00:00.0	2019-04-15 06:00:00.0	0	6.00	0	0.00	App
2842	C1148	2019-04-16 00:00:00.0	Casual Leave	2019-04-16 00:00:00.0	2019-04-16 05:00:00.0	0	5.00	0	0.00	Op
Total							0			

Leave & Tour Info Detail for : PRASANTA CHOW.

S.No.	Apply Date	Type Of Application	From Date	To Date	Applied Day(s)	Applied Hour(s)	Approved Day(s)	Approved Hour(s)	Status
2842	2019-04-16 00:00:00.0	Casual Leave	2019-04-16 00:00:00.0	2019-04-16 05:00:00.0	0	5.00	0	0.00	Open
Total					0	5.00			

Rejected Leave

S.No.	Employee ID	Apply Date	Type Of Application	From Date	To Date	No Of Day	Hour	Status
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4. Replacement Leave Entry

(To add Replacement leave/overtime on weekend/received leave day)

- Step 1** Open System > Leave Management > Replacement Leave Entry
- Step 2** Choose Employee ID
- Step 3** Click **Add**
- Step 4** Pick Date of replacement leave/overtime
- Step 5** Choose Code Type (REPLACEMENT /OVERTIME)
- Step 6** Click **ReplacementLeave_Balance_Update** for leave replacement
- Result** The Leave Balance/OT will be added

ReplacementLeave_Balance_Update

Replacement Leave Transaction

Employee ID: C3087 Date: 16-04-2019

Code Type: REPLACEMENT Status:

Note:

Detail List

Employee ID	Date	Code Type
C1080	29-03-2019	OVERTIME
C1148	29-03-2019	OVERTIME
C1451	29-03-2019	OVERTIME
C1451	05-04-2019	OVERTIME
C1480	29-03-2019	OVERTIME
C1480	08-03-2019	OVERTIME
C1480	05-04-2019	OVERTIME
C1785	29-03-2019	OVERTIME
C2742	29-03-2019	OVERTIME
C2742	05-04-2019	OVERTIME
C3087	29-03-2019	OVERTIME
C3087	16-04-2019	REPLACEMENT

5. Leave Approval

(Superiors can Approve/Regret Applied leave of Staff)

- Step 1** Open System > Leave Management > Leave Approval
Step 2 Pick an applied Leave application from **Leave & Tour Detail for Approval** dashboard.
Step 3 Click **Approve** to approve the leave (to approve partially modify start date / end date)
Step 4 Click **Regret** to Reject the leave
Result The Applied Leave will be Approved/Rejected

Day wise Leave Approval

Leave & Tour Approval

Employee ID: S6420, Name: JERMIN AKTER, Application Date: 01-04-2019
 Type of Application: Earned Leave, Year: 2019, Status: Applied
 From Date: 29-05-2019, To Date: 30-05-2019, No of Day(s): 2
 Holiday: 0, Task Assign To: , Name: , Remarks (if any):
 Reason for Leave: , Signatory: , Preparer: DEWAN M A SAMAD, Recommended By: , Approved By: , Reject Signatory:

Leave & Tour Detail for Approval

SI NO	Staff ID	Name	Designation	Apply Date	Type Of Application	From Date	To Date	Applied Day(s)	Approve Day(s)
2597	S6420	JERMIN AKTER	JR. OPERATOR	2019-04-01 00:00:00.0	Earned Leave	2019-05-00:00:00.0	2019-05-29 00:00:00.0	2	
2791	S1009	SAJALENDU CHOWDHURY	MANAGER	2019-04-09 00:00:00.0	Casual Leave	2019-04-07 00:00:00.0	2019-04-08 00:00:00.0	2	
2792	S1251	PRADIP DEY	OFFICER GRD-III	2019-04-09 00:00:00.0	Casual Leave	2019-04-04 00:00:00.0	2019-04-04 00:00:00.0	1	
2793	C7417	SOHEL UDDIN RUBEL	JR. OPERATOR	2019-04-09 00:00:00.0	Leave Without Pay	2019-04-06 00:00:00.0	2019-04-06 00:00:00.0	1	
2794	C7106	RAMEL CHAKMA	JR. OPERATOR	2019-04-09 00:00:00.0	Leave Without Pay	2019-04-03 00:00:00.0	2019-04-04 00:00:00.0	2	

Used & Available Leave

Leave Type	Available Leave	Monthly Leave	Used Leave	Balance
Casual Leave	10.00	0.00	3.00	7.00

Leave & Tour Approval

Employee ID: M7388, Name: MD. EMRAN, Application Date: 21-04-2019
 Type of Application: Casual Leave, Year: 2019, Status: Applied
 From Date: 21-04-2019, To Date: , No of Hour(s): 4.50, Leave Type: Short
 Task Assign To: , Name: , Remarks (if any):
 Reason for Leave: , Signatory: , Preparer: ABUL HASNATH MD. HELAL, Recommended By: , Approved By: , Reject Signatory:

Leave & Tour Detail for Approval

SI NO	Staff ID	Name	Designation	Apply Date	Type Of Application	From Date	To Date	Applied Day(s)	Approved Day(s)
3095	QF525	OISHE DATTA	JR. OPERATOR	2019-04-18 00:00:00.0	Earned Leave	2019-04-17 00:00:00.0	2019-04-17 00:00:00.0	1	0
3096	QF571	TANBEE PAUL	JR. OPERATOR	2019-04-18 00:00:00.0	Earned Leave	2019-04-15 00:00:00.0	2019-04-17 00:00:00.0	3	0
3103	Q8587	CHANDAN CHOWDHURY	LEADER	2019-04-18 00:00:00.0	Casual Leave	2019-04-15 00:00:00.0	2019-04-16 00:00:00.0	2	0
3104	S9373	BIVASH MALLICK	JR. OPERATOR	2019-04-18 00:00:00.0	Earned Leave	2019-04-10 00:00:00.0	2019-04-10 00:00:00.0	1	0
3105	S8431	KWOSUI PRUE MARMA	LEADER	2019-04-18 00:00:00.0	Casual Leave	2019-04-13 00:00:00.0	2019-04-15 00:00:00.0	3	0

Used & Available Leave

Hourly Leave Approval

6. Leave Confirm

(Superiors can confirm any Approved leave of Staff)

- Step 1** Open System > Leave Management > Leave Confirm
- Step 2** Pick an Approved Leave from **Leave Detail for Confirmation** dashboard.
- Step 3** Click **Confirm** to confirm the Approved leave
- Result** The Approved Leave will be Confirmed

Show

Confirm

Clear

Leave Confirmation

Employee ID	Name	Application Date
		16-04-2019
Leave Type	Status	Year
		0
From Date	To Date	Reporting Date
16-04-2019	16-04-2019	16-04-2019
No of Day(s)	Serial No	
0	0	
Note	Reject Note	
	<input type="text"/>	
Signatory		
Preparer	Recommended By	Approved By
Reject Signatory		

Leave Detail for Confirmation

SI NO	Staff ID	Name	Apply Date	Type Of Leave	From Date	To Date	No Of Day	Status
Total								
A7547	ANJAN DAS		2019-03-21 00:00:00.0	Casual Leave	2019-03-16 00:00:00.0	2019-03-16 00:00:00.0	1	Confirmed
A7547	ANJAN DAS		2019-01-15 00:00:00.0	Casual Leave	2019-01-15 00:00:00.0	2019-01-16 00:00:00.0	2	Confirmed
AF150	SK. SELINA RAHMAN		2019-03-21 00:00:00.0	Casual Leave	2019-03-16 00:00:00.0	2019-03-16 00:00:00.0	1	Confirmed
AF150	SK. SELINA RAHMAN		2019-03-21 00:00:00.0	Casual Leave	2019-03-22 00:00:00.0	2019-03-22 00:00:00.0	1	Confirmed
AF150	SK. SELINA RAHMAN		2019-01-12 00:00:00.0	Casual Leave	2019-01-12 00:00:00.0	2019-01-12 00:00:00.0	1	Confirmed
C1080	MOINE UDDIN PATWARY		2019-02-09 00:00:00.0	Casual Leave	2019-02-02 00:00:00.0	2019-02-03 00:00:00.0	2	Confirmed
C1148	PRASANTA CHOW.		2019-02-09 00:00:00.0	Casual Leave	2019-01-31 00:00:00.0	2019-01-31 00:00:00.0	1	Confirmed
C1451	ISRAFIL HOSSAIN		2019-02-03 00:00:00.0	Casual Leave	2019-02-02 00:00:00.0	2019-02-04 00:00:00.0	3	Confirmed
C1451	ISRAFIL HOSSAIN		2019-03-11	Casual	2019-03-04	2019-03-05	2	Confirmed

7. Leave Cancel

(Superiors can Cancel Partial/Full any Confirmed leave of Staff)

- Step 1** Open System > Leave Management > Leave Cancel
Step 2 Select **Application Serial No.** & then Click **Show** button.
Step 3 If Cancellation is Partial, Modify From Date & To Date of Cancellation, then Click **Cancel_Partial**
Step 4 If Cancellation is Full, Click **Cancel_Full**
Result The Confirmed Leave will be Canceled Partially/Full

Leave Cancel

Application Serial No. Employee ID **A2358** Name **RUPASREE BARUA**

Application Date **19-01-2019** From Date **19-01-2019** To Date **19-01-2019**

Type of Application **Casual Leave** No of Day(s) **1** Holiday **0**

Year **2019** Status **Confirmed** Note

Signatory

Preparer Recommended By Approved By

Used & Available Leave For A2358 - RUPASREE BARUA

Leave Type	Available Leave	Monthly Leave	Used Leave	Balance
Casual Leave	10.00	0.00	3.00	7.00
Earned Leave	77.00	0.00	0.00	77.00
Maternity Leave	112.00	0.00	0.00	112.00
Sick Leave	14.00	0.00	0.00	14.00
Total	213.00		3.00	210.00

8. Leave Codes & Process

**) Leave Type

- Step 1** Open System > Leave Management > **Leave Codes & Process** > **Leave Type**
- Step 2** Write a type of Leave, Choose Earned Only , Over Balance & Include Holiday
- Step 2** Check **Active**
- Step 3** Click **Add**
- Result** A new Leave Type will be added

Show

Clear

Add

Update

« First

< Prev

> Next

» Last

Leave Type

Leave Type
Casual Leave

Apply Over Balance?
No

Active
☒ Activate?

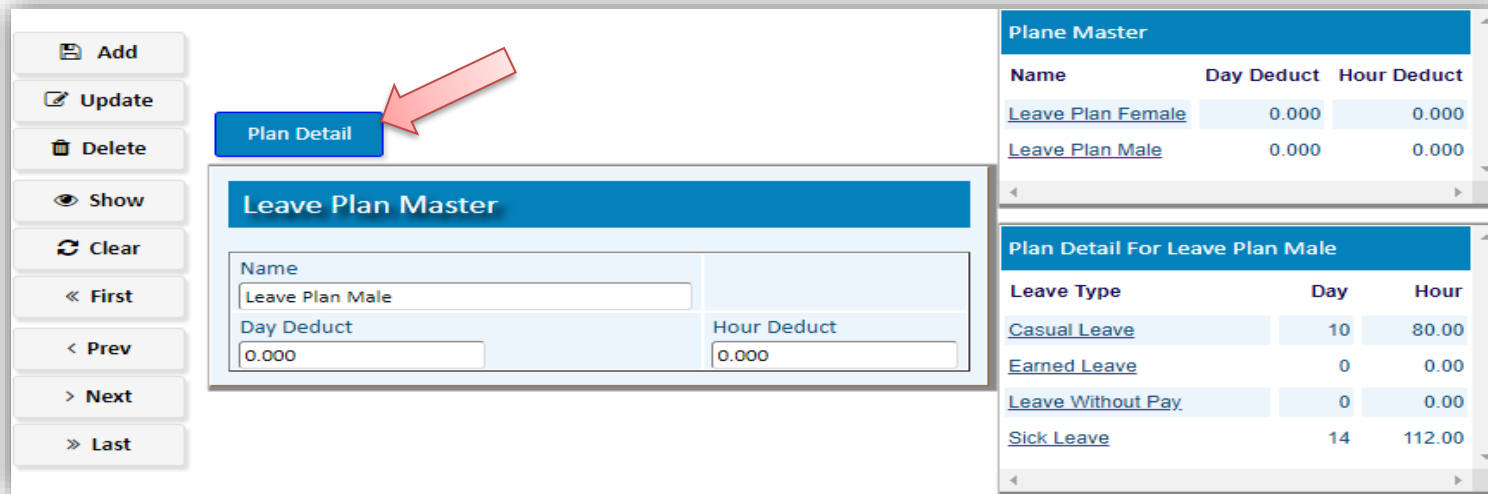
Apply Earned Only?
No

Include Holiday
Yes

Leave Type	Apply Earned Only?	Apply Over Balance?	Include Holiday?	Active
Annual Leave	No	No	No	0
Casual Leave	No	No	Yes	1
Earned Leave	No	No	Yes	1
Leave Without Pay	No	Yes	Yes	1
Maternity Leave	No	No	Yes	1
Replacement Leave	No	No	No	1
Sick Leave	No	No	Yes	1
Special Leave	No	Yes	No	0
Study Leave	No	No		0
Tour	No	Yes	Yes	0

**) Leave Plan Master

- Step 1** Open System > Leave Management > **Leave Codes & Process** > **Leave Plan Master**
- Step 2** Write Plan Name
- Step 2** Click **Plan Detail**
- Step 3** **Add** leave types One by one. (Fix Day/Hour)
- Result** A new Leave Plan will be added



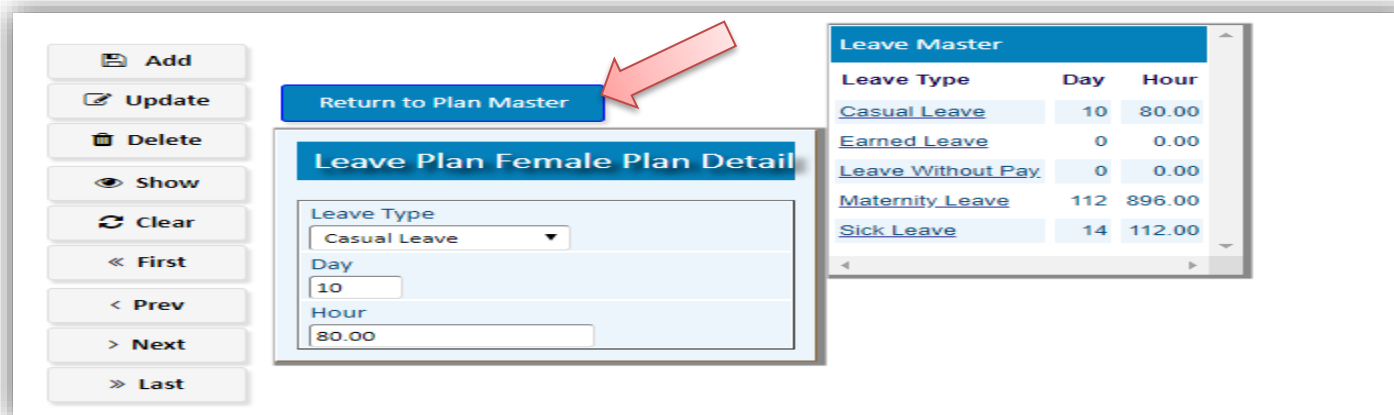
Plane Master

Name	Day Deduct	Hour Deduct
Leave Plan Female	0.000	0.000
Leave Plan Male	0.000	0.000

Plan Detail For Leave Plan Male

Leave Type	Day	Hour
Casual Leave	10	80.00
Earned Leave	0	0.00
Leave Without Pay	0	0.00
Sick Leave	14	112.00

Click **Return TO Plan Master** after Adding Leave Types



Return to Plan Master

Leave Plan Female Plan Detail

Leave Type: [Casual Leave](#)

Day: 10

Hour: 80.00

Leave Master

Leave Type	Day	Hour
Casual Leave	10	80.00
Earned Leave	0	0.00
Leave Without Pay	0	0.00
Maternity Leave	112	896.00
Sick Leave	14	112.00

****) Calendar**

Header

- Step 1** Open System > Leave Management > **Leave Codes & Process > Calendar**
- Step 2** Write Year & Assign Holiday(Weekend)
- Step 3** Click **Add**
- Step 4** Click **Create Weekend**
- Result** Weekends of the year will be created

Add

Show

Clear

Update

Delete

« First

> Next

< Prev

» Last

DetailCreate Weekend

Weekend & Holyday Calendar

Year

Holiday(s)

2019

Friday

Calendar Header

Year	Shift	Day
2019	General	Friday
2018	General	Friday

Leave Detail

YPD	DATE	Day	Remarks
20190101	2019-01-01 00:00:00.0	Tuesday	Happy New Year (MOPB Declared)
20190104	2019-01-04 00:00:00.0	Friday	Holiday
20190111	2019-01-11 00:00:00.0	Friday	Holiday
20190118	2019-01-18 00:00:00.0	Friday	Holiday
20190125	2019-01-25 00:00:00.0	Friday	Holiday
20190201	2019-02-01 00:00:00.0	Friday	Holiday
20190208	2019-02-08 00:00:00.0	Friday	Holiday
20190215	2019-02-15 00:00:00.0	Friday	Holiday
20190221	2019-02-21 00:00:00.0	Thursday	Int. Mother Language Day
20190222	2019-02-22 00:00:00.0	Friday	Holiday
20190301	2019-03-01 00:00:00.0	Friday	Holiday
20190308	2019-03-08 00:00:00.0	Friday	Holiday

Detail

- Step 1** To add extra Holidays Click **Detail**
Step 2 Pick a date & check Additional Holiday (Write note if required)
Step 3 Click **Add**
Result A new holiday will be Added

Show

Clear

Add

Delete

« First

> Next

< Prev

» Last

Return

General Shift Holiday Calendar 2019

Date

01-01-2019

Day Name

Tuesday

☒ Additional Holiday?

20190101

Note

Happy New Year (MOPB Declared)

Holiday Detail

YPD	Shift	DATE	Day	Additional Holiday	Remarks
20190101	General	2019-01-01 00:00:00.0	Tuesday	1	Happy New Year (MOPB Declared)
20190104	General	2019-01-04 00:00:00.0	Friday		Holiday
20190111	General	2019-01-11 00:00:00.0	Friday		Holiday
20190118	General	2019-01-18 00:00:00.0	Friday		Holiday
20190125	General	2019-01-25 00:00:00.0	Friday		Holiday
20190201	General	2019-02-01 00:00:00.0	Friday		Holiday
20190208	General	2019-02-08 00:00:00.0	Friday		Holiday

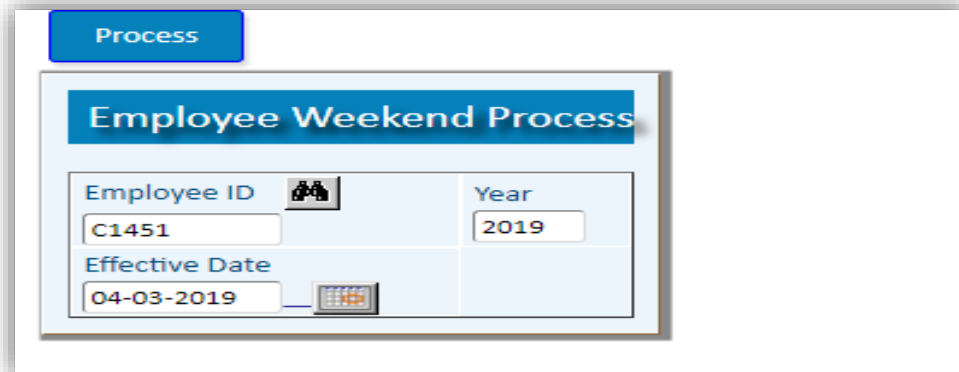
****) Staff Weekend (Declared)**

Step 1 Open System > Leave Management > **Leave Codes & Process** > **Staff Weekend (Declared)**

Step 2 Write the Staff ID & Fix the Year, Effective Date

Step 3 Click **Process**

Result Weekends Of the Staff Will be added from the Effective Date



The screenshot shows a web application interface for the 'Employee Weekend Process'. At the top, there is a blue button labeled 'Process'. Below it is a form titled 'Employee Weekend Process' in a blue header. The form contains three input fields: 'Employee ID' with the value 'C1451', 'Year' with the value '2019', and 'Effective Date' with the value '04-03-2019'. Each input field has a small icon to its right: a group of people for Employee ID, a calendar for Year, and a calendar for Effective Date.

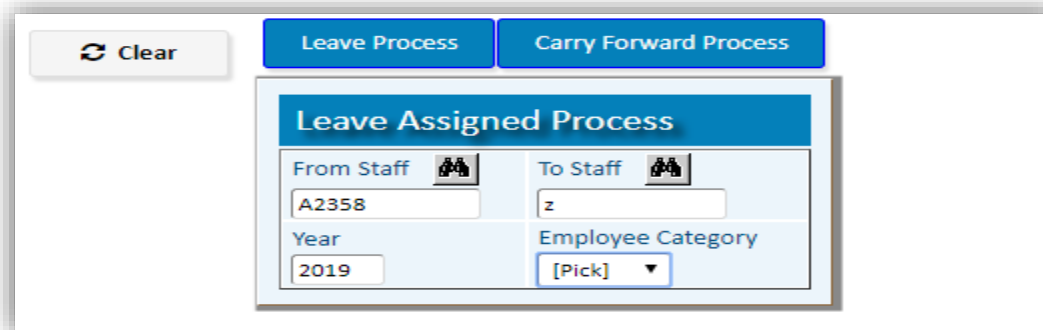
****) Leave Process**

Step 1 Open System > Leave Management > **Leave Codes & Process** > **Leave Process**

Step 2 Write From Staff, to Staff, Year & Employee Category

Step 3 Click **Leave Process** for full year process/ Click **Carry Forward Process** for remain days of the year

Result Assigned Leave of the year will be added for the specified Employees



The screenshot shows a web application interface for the 'Leave Assigned Process'. At the top, there is a 'Clear' button with a circular arrow icon. To its right are two blue buttons: 'Leave Process' and 'Carry Forward Process'. Below these buttons is a form titled 'Leave Assigned Process' in a blue header. The form contains four input fields: 'From Staff' with the value 'A2358', 'To Staff' with the value 'z', 'Year' with the value '2019', and 'Employee Category' with a dropdown menu showing '[Pick]'. Each input field has a small icon to its right: a group of people for From Staff, a group of people for To Staff, and a calendar for Year.


****) Earned Leave Process**


- Step 1** Open System > Leave Management > **Leave Codes & Process** > **Earned Leave Process**
- Step 2** Write From Staff, to Staff, Year & Employee Category
- Step 3** Click **Leave Process**
- Result** Earned Leave of the year will be added for the specified Employees

Clear

Leave Process

Earned Leave Process

From Staff 

To Staff 

Employee Category

[Pick] ▼

****) Leave Assign manually**

(To Update Assigned leave for any Staff)

- Step 1** Open System > Leave Management > **Leave Codes & Process > Leave Assign manually**
- Step 2** Write Employee ID, Lave Type
- Step 2** Fix the Available Leave
- Step 3** Click **Add**
- Result** Leave will be assigned Manually for the Staff

Show

Clear

Add

Update

Delete


« First

> Next

< Prev

» Last

Leave Assign (Manually)

Employee ID 

A1035

Name

CHANDAN PUROHIT

Leave Type

Casual Leave

Available Leave

6.00

Used Leave

5.00

Balance

5.00

Status

Encashment Leave

0

Confirmed Encashment Leave

Year

2019

Assigned Leave to CHANDAN PUROHIT
for the year : 2019

Leave Type	Available Leave	Monthly Leave	Used Leave	Balance
Casual Leave	6.00	0.00	5.00	1.00
Earned Leave	7.00	0.00	2.00	5.00
Sick Leave	14.00	0.00	0.00	14.00
Total	27.00		7.00	20.00

9. Reports

- Step 1** Open System > Leave Management > **Reports**
- Step 2** Select the Report option to show any Report
- Step 3** Write the required Parameters and then Print Report

