

Enterprise Resource Planning

of

ZAB

Training User Manual

(SV-12.3.1 | MV-1.0.0)

For

Intercontinental Dhaka

Leave Management

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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.

Leave & Tour Application

Employee ID	Name	Application Date
G2137	NAHID SULTANA	15-04-2019
Type of Application	Including Holiday	Status
[Pick]	No	Open
From Date	To Date	
15-04-2019	15-04-2019	
No of Day(s)	Holiday	Year
0	0	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. HELAL	

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
 Delete
 Last

Apply

Leave & Tour Application (Admin)

Employee ID	Name	Application Date
S6420	JERMIN AKTER	21-04-2019
Type of Application	Including Holiday	Status
Earned Leave	No	Open

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	
<div>Signatory</div> <div>Preparer</div> <div>JASMIN AKHTER</div> <div>Reject Signatory</div>		
Recommended By	Approved By	

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. 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

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	Earned Leave	2019-05-01	2019-05-30	2	
2791	S1009	SAJALENDU CHOWDHURY	MANAGER	2019-04-09	Casual Leave	2019-04-07	2019-04-08	2	
2792	S1251	PRADIP DEY	OFFICER GRD-III	2019-04-09	Casual Leave	2019-04-04	2019-04-04	1	
2793	C7417	SOHEL UDDIN RUBEL	JR. OPERATOR	2019-04-09	Leave Without Pay	2019-04-06	2019-04-06	1	
2794	C7106	RAMEL CHAKMA	JR. OPERATOR	2019-04-09	Leave Without Pay	2019-04-03	2019-04-04	2	

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

Hourly Leave 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	Earned Leave	2019-04-17	2019-04-17	1	0
3096	QF571	TANBEE PAUL	JR. OPERATOR	2019-04-18	Earned Leave	2019-04-15	2019-04-17	3	0
3103	Q8587	CHANDAN CHOWDHURY	LEADER	2019-04-18	Casual Leave	2019-04-15	2019-04-16	2	0
3104	S9373	BIVASH MALLICK	JR. OPERATOR	2019-04-18	Earned Leave	2019-04-10	2019-04-10	1	0
3105	S8431	KWOSUI PRUE MARMA	LEADER	2019-04-18	Casual Leave	2019-04-13	2019-04-15	3	0

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

4. 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

Leave Confirmation

Employee ID: [] Name: [] Application Date: 16-04-2019

Leave Type: [] Status: [] Year: 0

From Date: 16-04-2019 To Date: 16-04-2019 Reporting Date: 16-04-2019

No of Day(s): 0 Serial No: 0

Note: [] Reject Note: []

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

5. 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

6. 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

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

Calendar Header

Year	Shift	Day
2019	General	Friday
2018	General	Friday

Weekend & Holyday Calendar

Year: 2019 Holiday(s): 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

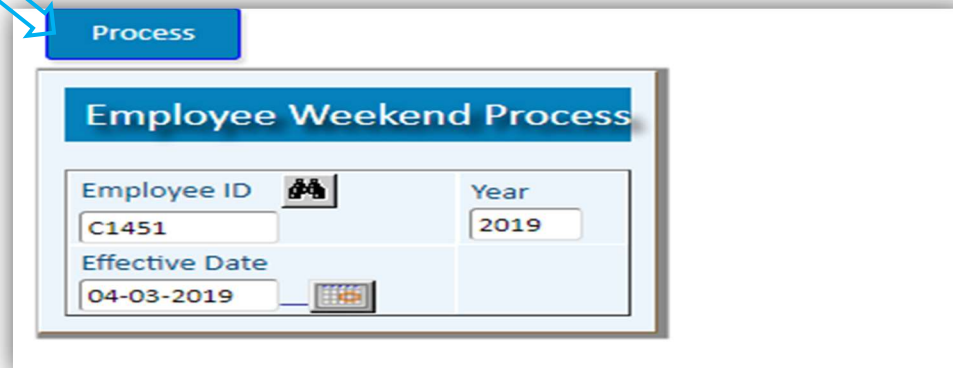
****) Staff Weekend (Declared)**

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



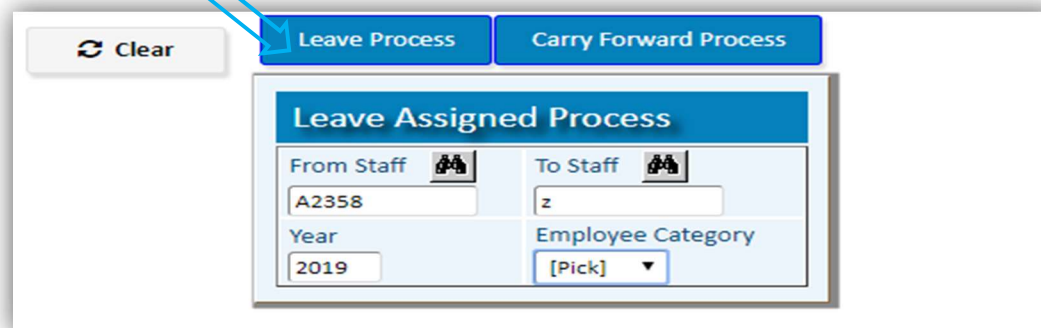
****) Leave Process**

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

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

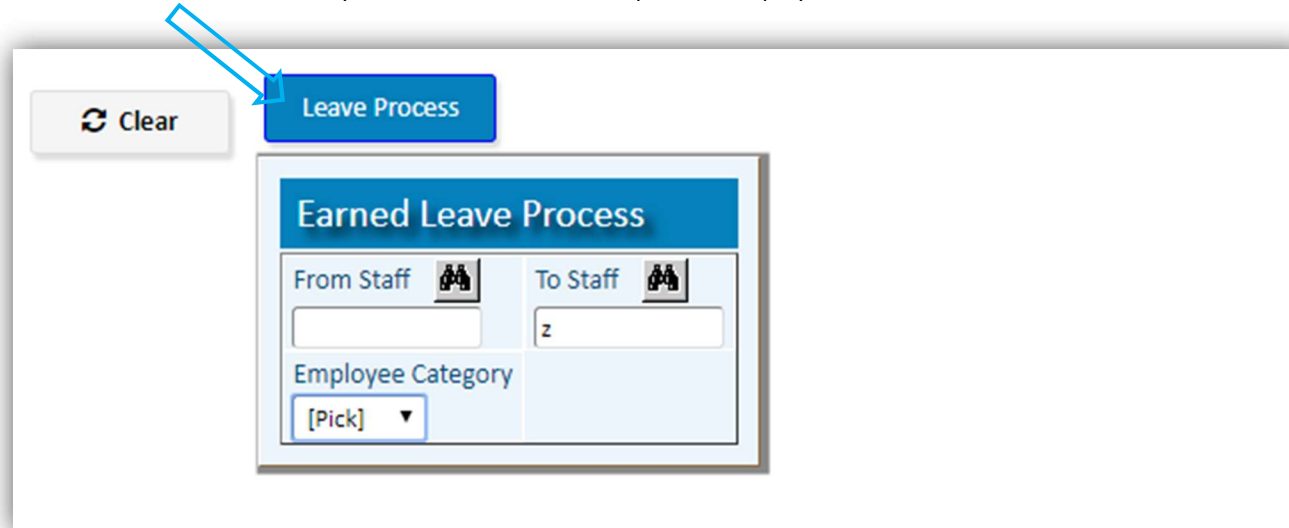
Step 3 Click **Leave Process** for full year process/ Click **Carry Forward Process** for remain days of the year

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



****) 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



The screenshot shows a software interface for the 'Earned Leave Process'. At the top left is a 'Clear' button with a circular arrow icon. To its right is a blue 'Leave Process' button, which is highlighted by a blue arrow pointing from the 'Step 3' instruction in the text above. Below these buttons is a form titled 'Earned Leave Process' in a blue header. The form contains three input fields: 'From Staff' with a staff icon, 'To Staff' with a staff icon and the letter 'z', and 'Employee Category' with a dropdown menu showing '[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

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

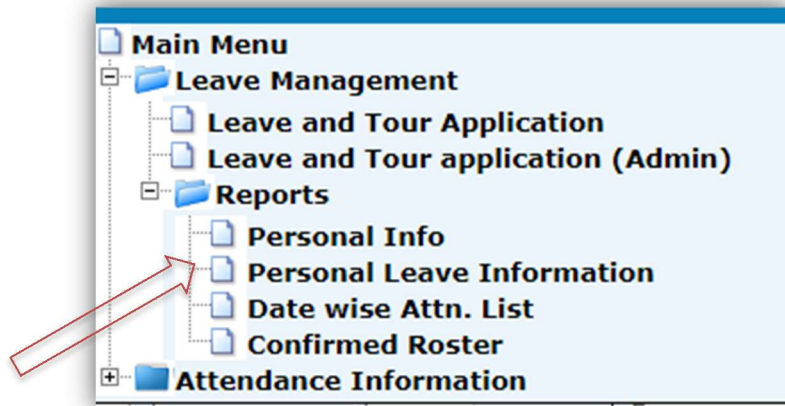
Confirmed Encashment Leave: 0 Year: 2019

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

7. 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



For Example >>>

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

