



STREAMLINING LEAVE MANAGEMENT WITH POWERAPPS



PROJECT OVERVIEW

After utilizing our migration service for a successful transition to Office 365 Business, our client re-engaged us to automate their leave request and approval process. Having realized the immediate benefits of using Office 365 and associated apps such as SharePoint Online and Teams, they wanted to leverage PowerApps to simplify the leave tracking process. The leave management system offers employees a platform to create leave requests and monitor leave balances, supported by a unified view for managers to administer leave requests. The system replaced the traditional process and improved internal workflows within weeks of deployment.

CLIENT PROFILE

Based in the UAE, our client offers recruitment and expatriation services to companies and individuals across the globe. They provide services across sectors such as aeronautics, defense, energy, oil and gas, and telecommunications.

BUSINESS CHALLENGES

- Traditional process of filling tracking sheets was time consuming and error prone
- Delays in payroll processing due to increased data management workloads
- Payroll mistakes due to inaccurate data on leaves

BUSINESS REQUIREMENT

The client wanted a hassle-free system that would automate the leave request process and meet their specific requirements.

- Centralization of leave records
- Ability to extend app capabilities to work with custom or legacy systems
- Enhanced leave administration with a unified view of activities, accessible via mobile devices
- Manage all stages of the leave process – from leave application to updating leave balances
- Facilitate collaboration

SOLUTION: THE POWERAPPS JOURNEY

We used PowerApps to develop a custom leave management system that communicates with existing Office 365 data sources such as SharePoint Online and Microsoft Dynamics. The custom application incorporated new fields that were not available in the default template.

We automated the approval process using Microsoft Flow, integrating with SharePoint lists (for leave category/history/balance, approvers) to send notifications to managers.

Communication between approvers and employees was implemented using 'Teams'.

KEY FEATURES

- Role-based login, validation (for employee, manager/approvers, and admin), and notifications
- Single window for managers to administer leave requests
- Personal dashboard displays leave balance, request history, and carryovers
- Customizable time-off policy for individuals

TECHNOLOGIES USED



Microsoft
SharePoint Online



Microsoft
Flow



Microsoft
PowerApps

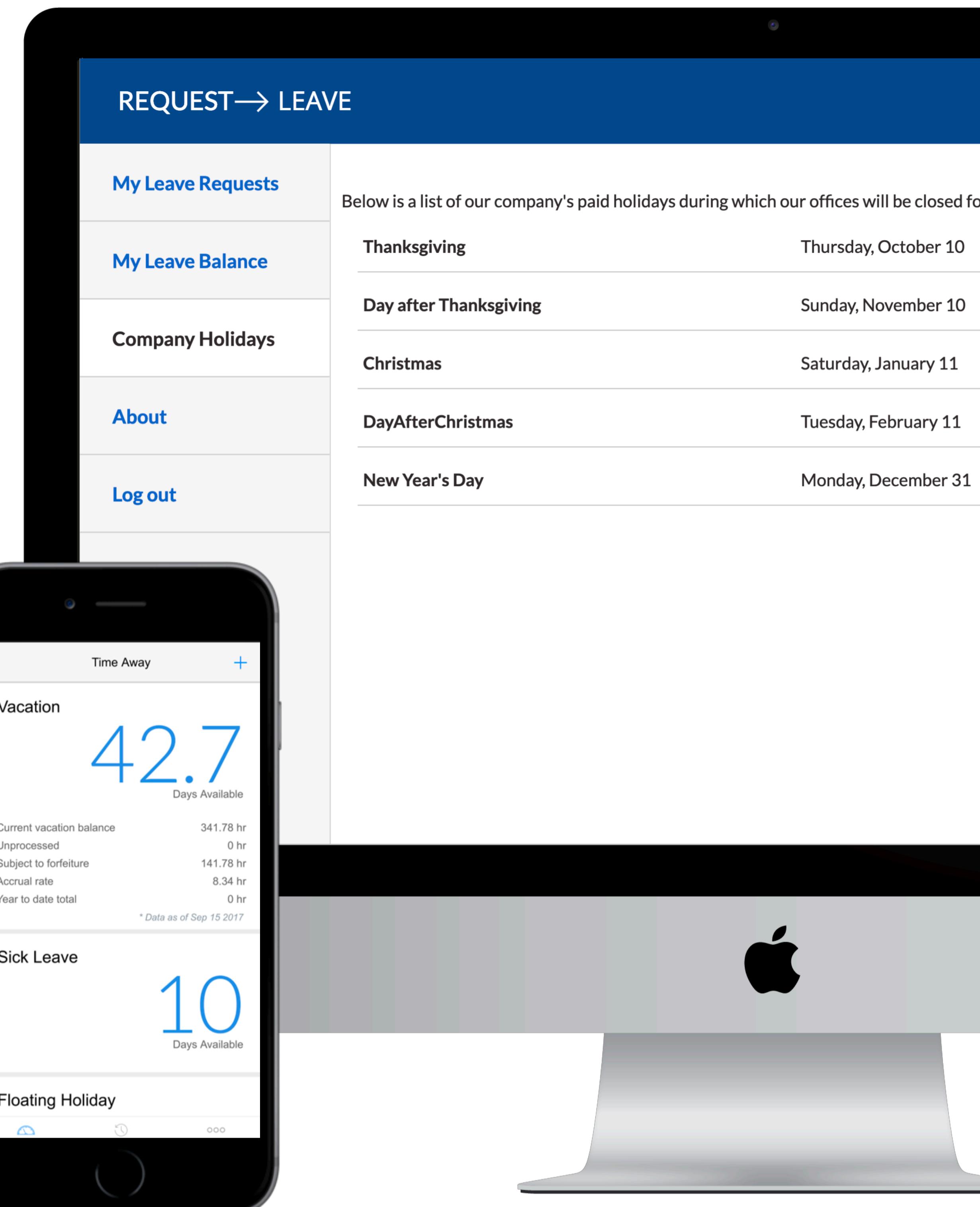


Microsoft
Teams

BUSINESS BENEFITS

Adopting the Power platform for the Leave Management System helped achieve pixel-perfect UI fidelity thanks to the PowerApps Canvas designer.

- Enhanced integrity and real-time visibility of data
- Automation brought about significant reduction in time and effort
- Streamlined leave-tracking and approval improved process efficiency
- Minimized payroll mistakes and ensured compliance



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