

XYZ Company Bangladesh Ltd.



Leave Management

SAVE DISCARD

Zakir hossain



Job Position

Tags

Work Mobile

Work Phone

Work Email

Work Location

Department

Sales

Job Position

Manager

Work Information

Private Information

HR Settings

Location

Work Address

Zakir Hossain

Responsibles

Coach

Organization Chart

No hierarchy position.

This employee has no manager or subordinate.

In order to get an organigram, set a manager and save the record.

- Employee Create by the system or system will pull the data from oracle system with employee hierarchy.
- In a certain period oracle will handshake with Leave man system for data updating.

Time Off / Zakir Hossain on Paid Time Off: 1.00 days

SAVE DISCARD

APPROVE REFUSE RESET TO DRAFT

TO APPROVE APPROVED

Zakir Hossain

Paid Time Off

From 10/23/2019 To 10/23/2019
Duration 1.00 Days
Description

Zakir Hossain in 2019

None

Manager's Comment









e.g. Report to the next month...

Send message Log note Schedule activity 0

Follow 0

- User will apply for leave as per category, allocation wise.
- Some condition will apply during the process based on total leave, holiday consideration, eligibility.

- All the condition will check by Oracle system.
- New category, Allocated leave master data will pull from oracle provided table.

Time Off				Search...					
CREATE IMPORT 				Filters ▾ Group By ▾ Favorites ▾				1-1 / 1 < >     	
<input type="checkbox"/>	Employee	Department	Time Off Type	Description	Start Date	End Date	Requested (Days/Hours)	Status	Reported in last payslips
<input type="checkbox"/>	Zakir Hossain		Unpaid		10/24/2019 14:00:00	10/24/2019 23:00:00	8 hours	To Approve ●	 

- After creating a request, request will flow to Approval user.
- Approve users can accept or reject any request.
- If reject, requested user flow the process again.
- There will be multiple users approval flow.
- If any rejection data will be stored for Oracle system ?

