

**USER MANUAL FOR**

**LEAVE**

**MANAGEMENT**

**SYSTEM**

**(Version - 13.5.1)**

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## INTRODUCTION:

Leave Management System enables you to get the status of the leave, view daily attendance record, and to apply for leave.

It facilitates you to :

- Submit the online request for leave application.
- Check the applied leave status and the Leave Balance.
- View the list of holidays offered by the company.
- View Attendance Record.

This application allows the following different types of user with different privileges:

- SUPER USER (REPORTING USER)
- USER
- GATE USER
- ADMIN
  - **SUPER USER** has the authority to approve/reject leaves and check monthly reports of the users who report to him/her.
- **USER** is created by ADMIN. A user can:
  - Apply leave online to his/her super user(reporting user)
  - Check his/her attendance.
  - View holidays defined by the company
- **GATE USER** is created by ADMIN. Gate users check gate pass of all employees and half day OD leave status of Employees along with their approval or rejection.
- **ADMIN** is a system defined user and has the following rights:
  - Can Approve/reject leave of any user.
  - Can create/delete/update users' account that access leave management system.
  - Can create user accounts through excel sheet dynamically.

## Working of Online Leave Management System

- Initially, Admin will create the users according to the hierarchy, who will then have access to the Leave Management System. All the users will be USERS, a few will have SUPER USER rights and a very few of them will have the GATE USER rights depending upon the hierarchy.
- Super Users can view Employee details of the Users who report to him/her.
- Users can apply leaves online.
- They can view holidays of the current calendar year.
- They can check status of the applied leave, whether it has been approved or not.
- They can check their attendance record in calendar or grid view.
- Option to change the password.

**URL for Login of USER/SUPER USER/GATE USER:**

Run the browser (for e.g., internet explorer) and type **http://<IPofPC>\*/lms/Default.aspx** in the address bar

URL for Login of ADMIN:

Run the browser (for e.g., internet explorer) and type **http://<IPofPC>\*/lms/ADMIN/Default.aspx** in the address bar

**\*<IP of PC> is the IP on which LMS is installed.**

**Eg: http:\\192.168.0.98/LMS**

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**Leave/OD Management System**

User Login .	
User Login ID	Employee Login ID
Password	Password
<input type="button" value="Login"/> <input type="button" value="Clear"/>	
<a href="#">Forget Password</a>	

## USER

When the User logs in to the Online Leave Management System, the following home page will open.

<NOTE: The image shown below is only for reference.>

Users Page of Online Leave Management System

Leave/OD Management System	<b>Profile</b>
USER	PayCode : 0001
Public Holiday	Name: MOHIT DIWAKAR
Leave Application	Department : SOFTWARE
Gate Pass	Designation : SSE
Leave App. Status	Date Of Joining:: 01/01/2013
Leave Balance	Browse Photo <input type="text"/> <input type="button" value="Browse..."/>
Emp. Attendance	<input type="button" value="Upload"/>
Change Password	
LogOut	

## Public Holiday

When you click on the link 'Public Holiday', the list of Holidays, which is saved in StarTimeOffice software will appear as per assigned by the company.

<NOTE: Different holidays can be set for different locations or departments or their combinations.>

Welcome : Pradeep Guleria

Leave/OD Management System	<b>Public Holidays</b>								
USER	From Date : <input type="text"/> To Date : <input type="text"/> <input type="button" value="Go"/>								
Public Holiday	<table border="1"><thead><tr><th>Holiday Date</th><th>Description</th></tr></thead><tbody><tr><td>26/01/2013</td><td>REPUBLIC DAY</td></tr><tr><td>26/03/2013</td><td>HOLI</td></tr><tr><td>27/03/2013</td><td>DHULANDI</td></tr></tbody></table>	Holiday Date	Description	26/01/2013	REPUBLIC DAY	26/03/2013	HOLI	27/03/2013	DHULANDI
Holiday Date	Description								
26/01/2013	REPUBLIC DAY								
26/03/2013	HOLI								
27/03/2013	DHULANDI								
Leave Application									
OD Gate Pass									
Leave App. Status									
Leave Balance									
Emp. Attendance									
Change Password									
LogOut									

Public Holiday List Page of Online Leave Management System

## Leave Application

To apply Leave, click on Leave Application menu. In this page, the user has to fill the application for the leave. Select the 'from date', 'to date' and the leave type that you want to apply for, for e.g., EL, CL etc. Now select the leave duration for e.g., full day/half day and then mention the reason. You can also provide Contact no. during leave and finally submit the leave application. After leave submission is done successfully, a message will appear on the screen indicating that your leave application has been submitted.

Leave Application of online Leave Management system

Leave/OD Management System	<b>Leave Application</b>	
USER	PayCode :	0003
Public Holiday	From Date :	5-Jun-2013
<b>Leave Application</b>	To Date :	6-Jun-2013
Gate Pass	Leave Type/Code :	L01 - EARNED LEAVE - EL-21 <b>You have 8 EL in Pending..!</b>
Leave App. Status	Leave Duration :	Full Day
Leave Balance	Reason :	Going to USA
Emp.Attendance	Contact No. During Leave :	8744875448
Change Password		<input type="button" value="Submit"/> <input type="button" value="Reset"/>
LogOut		

If leave is pending to be approved then it will appear besides the "Leave Type/Code" Stating the leave type and no of leaves pending (If more no of leave is pending to be approved).

## OD Gate Pass

Select 'OD Gate Pass' option and the gate pass home page will open. You can enter the 'out time' and 'in time' for your gate pass, select the purpose (official/personal) and give reason.

Welcome : Rajesh Pandey

Leave/OD Management System	OFFICIAL OD GATE PASS	
USER	PayCode :	0061
Public Holiday	Out Time :	<input type="text" value="00:00"/>
Leave Application		(For ex:-01:00 A.M=01:00 and 01:00 P.M=13:00)
<b>OD Gate Pass</b>	In Time :	<input type="text" value="00:00"/>
Leave App. Status		(For ex:-01:00 A.M=01:00 and 01:00 P.M=13:00)
Leave Balance	Purpose :	<input checked="" type="radio"/> OFFICIAL <input type="radio"/> PERSONAL
Emp.Attendance	Reason :	<input type="text"/>
Change Password		
LogOut		<input type="button" value="Submit"/> <input type="button" value="Reset"/>

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## OD Gate Pass of Online Leave Management system

### Leave Application Status

To see the status of the leave application, click on Leave Application Status menu. Select the type of leave (All/Cancel/Voucher No). For Voucher No, type the number and press View button to see the status of your leave Application. For other cases, it will be displayed when the option is selected. Here the value of the 'approval' column indicates whether the leave has been approved or not. 'Y' indicates that the leave has been approved; 'N' indicates that the application has been rejected and a blank value indicates that the super user has not seen the application till that time. To see the status of approval/rejection of gate pass, then click on "OD Gate Pass status.

Welcome : Pradeep Guleria

Leave/OD Management System

USER

Public Holiday

Leave Application

OD Gate Pass

Leave App. Status

Leave Balance

Emp.Attendance

Change Password

LogOut

Leave OD Status

Leave Status **Od Gate Pass Status**

All  Cancel  Voucher No

VOU_ID	VOU_DATE	FROM_DATE	TO_DATE	LEAVE_NAME	DURATION	APPROVAL	REMARKS
14	04/05/2013	01/05/2013	01/05/2013	CASUAL LEAVE	1		
15	04/05/2013	02/05/2013	02/05/2013	CASUAL LEAVE	1		
16	04/05/2013	03/05/2013	03/05/2013	CASUAL LEAVE	1		
17	04/05/2013	04/05/2013	04/05/2013	CASUAL LEAVE	1		
18	04/05/2013	06/05/2013	06/05/2013	CASUAL LEAVE	1		
19	04/05/2013	02/04/2013	02/04/2013	CASUAL LEAVE	1		
1							

Leave/OD Approval status Page of online Leave Management System

Welcome : Rajesh Pandey

Leave/OD Management System

USER

Public Holiday

Leave Application

OD Gate Pass

Leave App. Status

Leave Balance

Emp.Attendance

Change Password

LogOut

Leave OD Status

Leave Status **Od Gate Pass Status**

Employee's OD Gate Pass

Out Time  Hours  Minutes

In Time  Hours  Minutes

Apply ID	Paycode	Out Time	In Time	Vehicle	Status
11	0061	20 May 2013 17:45	20 May 2013 17:45	OFFICIAL	P
12	0061	20 May 2013 17:46	20 May 2013 17:47	PERSONAL	P

## Leave Balance

To see the statistics of the annual leaves, click on Leave Balance menu.

Welcome : Pradeep Guleria

Leave/OD Management System

USER

Public Holiday

Leave Application

OD Gate Pass

Leave App. Status

Leave Balance

Emp.Attendance

Change Password

LogOut

Leave Balance

Leave Name	Opening Balance	Consumed Leave	Balance Leave
CASUAL LEAVE	100	1.5	98.5
EARNED LEAVE	100	0	100
ON DUTY	100	0	100
SICK LEAVE	100	1	99
COMP. OFF	100	0	100

Leave Balance page of the Online Leave Management System

Leave Name indicates the type of the leave; Opening Balance indicates the leaves carried forward from the previous financial year or the leaves credited from the current financial year; Consumed Leaves indicates the number of leaves already availed and Balance Leaves indicates the number of leaves left to avail.

### Employee Attendance

To see the status of your attendance, click on Employee Attendance menu. Select the “from date” and the “to date” for the period you wish to see the attendance of and press the go button. It can be seen in *GRID VIEW OR CALENDER VIEW*  
 In calendar view user can view the attendance for full month or till current date.

< NOTE:  (in snapshot) indicates the selected link >

Leave/OD Management System  USER  Public Holiday  Leave Application  Gate Pass  Leave App. Status  Leave Balance  <b>Emp. Attendance</b>  Change Password  LogOut	<b>Employee Attendance</b> <a href="#">Grid View</a> <a href="#">Calendar View</a>						
	For Month: <input type="text" value="Jan-2013"/> <input type="button" value="Go"/>						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 In : 19:28 Out: ? Status: POH	2 In : 19:28 Out: ? Status: MIS	3 In : 14:00 Out: 19:28 (ED) Status: P	4 In : 13:00 Out: 23:00 Status: H_OD	5 In : 09:00 Out: 23:00 Status: H_OD	6 In : 19:29 Out: ? Status: POW
	7 In : 13:00 Out: 23:00 Status: H_OD	8 In : 19:29 Out: ? Status: MIS	9 In : 19:29 Out: ? Status: OD	10 In : 19:29 Out: 22:00 Status: OD	11 In : 19:30 Out: ? Status: MIS	12 In : 19:30 Out: ? Status: POH	13 In : 19:30 Out: ? Status: POW
	14 In : 08:54 Out: 19:30 Status: P	15 In : 19:30 Out: ? Status: MIS	16 In : 19:30 Out: ? Status: CO	17 In : 19:31 Out: ? Status: MIS	18 Status: A	19 In : 19:31 Out: ? Status: H_CL	20 In : 19:31 Out: ? Status: POW
	21 In : 09:01 Out: 19:31 Status: P	22 In : 08:59 Out: 19:42 Status: P	23 In : 19:31 Out: ? Status: MIS	24 In : 19:32 Out: ? Status: MIS	25 In : 19:32 Out: ? Status: MIS	26 In : 19:32 Out: ? Status: POH	27 In : 19:32 Out: ? Status: POW
	28 In : 19:32 Out: ? Status: MIS	29 In : 08:57 Out: 19:32 Status: P	30 In : 08:55 Out: 19:33 Status: EL	31 In : 19:33 Out: ? Status: MIS			
	Present: 27.5    Leave: 2.5    Holiday: 0    Week Off: 0    Absent: 1    Late: 0    Total Days: 31						

Calendar View

Welcome : Rajesh Pandey

Leave/OD Management System USER Public Holiday Leave Application OD Gate Pass Leave App. Status Leave Balance <b>Emp.Attendance</b> Change Password LogOut	<b>Employee Attendance</b> <a href="#">Grid View</a> <a href="#">Calander View</a>												
	From Date : 01-Mar-2013	To Date : 31-Mar-2013	Go										
	Date	Day	Pay Code	Shift	In	Out	Late Arrival	Early Departure	Worked Hours	Status			
	01/03/2013	Friday	0061	GEN	21:49	06:30	12:49	00:00	08:41	P			
	02/03/2013	Saturday	0061	GEN	22:01	06:13	13:01	00:00	08:12	P			
	03/03/2013	Sunday	0061	GEN	21:53	06:10	12:53	00:00	08:17	P			
	04/03/2013	Monday	0061	OFF	06:18	12:14	00:00	00:00	05:56	POW			
	05/03/2013	Tuesday	0061	GEN	12:53	21:06	03:53	00:00	08:13	P			
	06/03/2013	Wednesday	0061	GEN	12:52	21:03	03:52	00:00	08:11	P			
	07/03/2013	Thursday	0061	GEN	12:56	21:13	03:56	00:00	08:17	P			
08/03/2013	Friday	0061	GEN	12:55	21:24	03:55	00:00	08:29	P				
09/03/2013	Saturday	0061	GEN	13:05	21:12	04:05	00:00	08:07	P				
10/03/2013	Sunday	0061	GEN	06:47	19:05	00:00	00:00	12:18	P				
1 2 3 4													
Present:24		Leave:0		Holiday:2		Week Off:4		Absent:1		Late:19		Total Days:31	

Grid View

## Change Password

To change your password, click on the 'Change Password' menu.

Welcome : Rajesh Pandey

The screenshot displays the 'Change Password' interface. On the left is a vertical menu with the following items: 'Leave/OD Management System', 'USER', 'Public Holiday', 'Leave Application', 'OD Gate Pass', 'Leave App. Status', 'Leave Balance', 'Emp.Attendance', 'Change Password' (circled in red), and 'LogOut'. The main content area is titled 'Change Password' and contains a form titled 'Leave Management System Change Password'. The form has the following elements: 'Employee Login ID' with the value '0061' and a 'Show in Charecter' checkbox; 'Old Password' field with four dots; 'New Password' field with four dots; 'Confirm Password' field with four dots; and two buttons at the bottom: 'Change' and 'Clear'.

Change Password page of Online Leave Management System

## Logout

Press Logout option of the StarTimeOffice menu to logout from the Online Leave Management System.

## SUPER USER

For Super User two additional privileges has been provided in addition to all options present in USER log in.

When the Super User logs in to the Application, the following home page will appear

Home Page for Super Users in Online Leave Management System

## Approve Leave

This menu allows the Super User to approve the leaves for his/her subordinates.

<NOTE:  (in snapshot) indicates the link to be selected>

Welcome : KUBER PANT

	Apply ID	Paycode	Employee Name	From Date	To Date	Leave Code	Leave Duration	First Second Half
Select	1	0002	KUBER PANT	01/04/2013	01/04/2013	L01	1	0
Select	2	0002	KUBER PANT	02/04/2013	02/04/2013	L01	1	0
Select	3	0002	KUBER PANT	03/04/2013	03/04/2013	L01	1	0
Select	4	0002	KUBER PANT	04/04/2013	04/04/2013	L01	1	0
Select	6	0002	KUBER PANT	09/04/2013	09/04/2013	L01	1	0
Select	9	0002	KUBER PANT	18/04/2013	18/04/2013	L01	1	0
Select	11	0003	P.D.Dhiman	06/05/2013	06/05/2013	L01	1	0
Select	12	0003	P.D.Dhiman	07/05/2013	07/05/2013	L01	1	0
Select	13	0003	P.D.Dhiman	08/05/2013	08/05/2013	L01	1	0
Select	14	0014	Pradeep Guleria	01/05/2013	01/05/2013	L01	1	0

Selection of Leave for Approval

There is an option for searching employees who have applied for leave. The Super User can search for the employee with either the name or the pay code. Click on **select** link in Grid to open the Leave approval page of the selected employee.

Welcome : KUBER PANT

Leave/OD Management System SUPER USER Public Holiday Leave Application OD Gate Pass Leave App. Status Leave Balance Emp.Attendance Change Password <b>Approve Leave</b> Employee Reports LogOut	<b>Leave Approve</b>			
	Name	KUBER PANT	LeaveReason	Reason :
	Paycode	0002	LeaveDate	01/04/2013 to 01/04/2013
	Designation	SECRETARY	FromDate	01/04/2013 <input type="button" value="Edit"/>
	Department	604	ToDate	01/04/2013 <input type="button" value="Edit"/>
	Voucher_No	0000027656	Approved date	04/05/2013
	LeaveCode	L01	Approve	<input type="radio"/> Yes <input type="radio"/> No
	Leave Name	CL	Duration	1
	Remarks	<input type="text"/>		
			<input type="button" value="Ok"/>	<input type="button" value="Cancel"/>

Leave Approval page of Selected leave ID

Super User can reduce the applied leave duration by changing the 'from date', and 'to date' of applied leave.

Super User has the right to approve/disapprove leave. If the leave is approved then select **Yes** else **No** and with Remarks and press **OK** button. Thereafter A mail will be sent to the user with reason.

## Employee Reports

This menu allows the Super User to check Employee Reports like:

1. Employee Detail
2. Absenteeism
3. Monthly Performance Register
4. Attendance
5. Late Arrival

## Employee Detail

In this report the Super User can check the details of employees of his/her company. The format of employee details is given below:

Welcome : KUBER PANT

Leave/OD Management System

SUPER USER

Public Holiday

Leave Application

OD Gate Pass

Leave App. Status

Leave Balance

Emp.Attendance

Change Password

Approve Leave

**Employee Reports**

LogOut

**Employee Reports**

Employee Detail   
  Absenteeism   
  Performance Register   
  Late Arrival   
  Attendance

  

Active	PayCode	EmployeeName	GuardianName	DOB	JoiningDate	CompanyName	Dept.Name	Cat.Name	Sex	Qualification	Designation	GradeName
Y	0002	KUBER PANT	SH.HANSH DUTT PANT	06/09/1977	06/09/2007	DANBLOCK BRAKES INDIA PVT LTD	GENERAL ADMIN	STAFF	M		SECRETARY	OFFICERS,ENGG.,SR. OFF & SR. ENGG.
Y	0003	P.D.Dhiman	Sh. Bhagwan Dass Dhiman	13/01/1961	24/09/2007	DANBLOCK BRAKES INDIA PVT LTD	PPC/MANAGEMENT	STAFF	M	B.E Industrial Engg.	Sr.G.M	M.D & G.M
Y	0014	Pradeep Guleria	Sh.R.L Guleria	01/12/1980	12/11/2007	DANBLOCK BRAKES INDIA PVT LTD	R & D/QUALITY/LAB	STAFF	M	D.M.E./BBA	ASSIST. MANAGER	ASST. MANAGER
Y	0017	Manish Kumar	Sh.Madan Pal Singh	10/08/1979	26/11/2007	DANBLOCK BRAKES INDIA PVT LTD	MAINTENANCE	STAFF	M	ITI	Fitter	ASST
Y	0020	Parmod Sharma	Sh.Chander Bhan Sharma	28/07/1978	03/12/2007	DANBLOCK BRAKES INDIA PVT LTD	MAINTENANCE	STAFF	M	Matric	DG Operator	ASST
Y	0030	Anil Kumar	Sh.Anand Kumar	21/03/1978	18/12/2007	DANBLOCK BRAKES INDIA PVT LTD	R & D/QUALITY/LAB	STAFF	M	BA	Supervisor	ASST

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## Absenteeism

In absenteeism report the Super User can see the reports of those employees who were absent in the selected period by selecting the 'from date' and the 'to date'. An example of absenteeism report is given below:

Welcome : KUBER PANT

Paycode	EmpName	Dateoffice	Companycode	DepartmentCode	DepartmentName	Cat	Categoryname	Gradecode	reason	Shift	Status	LeaveType
0002	KUBER PANT	11/03/2013	206	604	GENERAL ADMIN	STF	STAFF	M0	Reason	GEN	CL	L
0002	KUBER PANT	16/03/2013	206	604	GENERAL ADMIN	STF	STAFF	M0		GEN	H_SL	L
0002	KUBER PANT	25/03/2013	206	604	GENERAL ADMIN	STF	STAFF	M0		GEN	SL	L
0014	Pradeep Guleria	11/03/2013	206	401	R & D/QUALITY/LAB	STF	STAFF	M1		GEN	CL	L
0014	Pradeep Guleria	29/03/2013	206	401	R & D/QUALITY/LAB	STF	STAFF	M1		GEN	H_CL	L
0017	Manish Kumar	13/03/2013	206	209	MAINTENANCE	STF	STAFF	A1		C	EL	L
0017	Manish Kumar	14/03/2013	206	209	MAINTENANCE	STF	STAFF	A1		C	EL	L
0017	Manish Kumar	28/03/2013	206	209	MAINTENANCE	STF	STAFF	A1		A	CL	L
0020	Parmod Sharma	16/03/2013	206	209	MAINTENANCE	STF	STAFF	A1		GEN	CL	L
0020	Parmod Sharma	18/03/2013	206	209	MAINTENANCE	STF	STAFF	A1		GEN	SL	L
0030	Anil Kumar	29/03/2013	206	401	R & D/QUALITY/LAB	STF	STAFF	A2		GEN	A	

## Monthly Performance Register

In monthly performance register the Super User can check the performance of employees like shift, in time, out time etc. The format of monthly performance register is given below:

**STAR LINK COMMUNICATION PVT. LTD.**

Welcome : KUBER PANT

PayCode	PresentCardNo	EmpName	DepartmentName	CategoryName	Shift	Dateoffice	In Time	Out Time	MinutesWorked	Status	LATEARRIVAL	SHIFTATTENDED	LeaveValue
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	01/03/2013	09:08		0	MIS	0	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	02/03/2013	09:00	18:30	570	P	0	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	OFF	03/03/2013	09:00	17:55	535	POW	0	OFF	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	04/03/2013	09:08	18:50	582	P	0	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	05/03/2013	08:58	18:53	595	P	0	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	06/03/2013	08:50	17:57	547	P	0	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	07/03/2013	09:07	18:31	564	P	0	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	08/03/2013	09:15	18:52	577	P	15	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	09/03/2013	09:01	18:18	557	P	0	GEN	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	OFF	10/03/2013			0	WO	0	OFF	0
0002	00000002	KUBER PANT	GENERAL ADMIN	STAFF	GEN	11/03/2013	09:00	18:45	585	CL	0	GEN	1

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## Attendance

In attendance report, the Super User can check the attendance of employees by selecting the 'from date' and the 'to date'. Its report format is given below.

Welcome : KUBER PANT

Leave OD Management System  
 SUPER USER  
 Public Holiday  
 Leave Application  
 OD Gate Pass  
 Leave App. Status  
 Leave Balance  
 Emp. Attendance  
 Change Password  
 Approve Leave  
**Employee Reports**  
 LogOut

### Employee Reports

From Date : 1-Mar-2013 To Date : 29-Mar-2013

Employee Detail     Absenteeism          
 Performance Register     Late Arrival      
 Attendance   

Paycode	EMPNAME	Catagoryname	DepartmentName	Gradecode	Dateoffice	SHIFTATTENDED	ShiftStartTime	In Time	LateArrival	Status
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	01/03/2013	GEN	3/1/2013 9:00:00 AM	09:08:00		MIS
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	02/03/2013	GEN	3/2/2013 9:00:00 AM	09:00:00		P
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	03/03/2013	OFF		09:00:00		POW
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	04/03/2013	GEN	3/4/2013 9:00:00 AM	09:08:00		P
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	05/03/2013	GEN	3/5/2013 9:00:00 AM	08:58:00		P
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	06/03/2013	GEN	3/6/2013 9:00:00 AM	08:50:00		P
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	07/03/2013	GEN	3/7/2013 9:00:00 AM	09:07:00		P
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	08/03/2013	GEN	3/8/2013 9:00:00 AM	09:15:15		P
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	09/03/2013	GEN	3/9/2013 9:00:00 AM	09:01:00		P
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	10/03/2013	OFF		0		WO
0002	KUBER PANT	STAFF	GENERAL ADMIN	M0	11/03/2013	GEN	3/11/2013 9:00:00 AM	09:00:00		CL

## Late Arrival

In late arrival report the Super User can check the reports of those employees who have come late in the company. Its report format is given below:

Leave/OD Management System

SUPER USER

Public Holiday

Leave Application

OD Gate Pass

Leave App. Status

Leave Balance

Emp.Attendance

Change Password

Approve Leave

**Employee Reports**

LogOut

**Employee Reports**

From Date :  To Date :

Employee Detail     Absenteeism          
 Performance Register     Late Arrival      
 Attendance   

Paycode	EMPNAME	DepartmentName	Catagoryname	Gradecode	Shift	Dateoffice	SHIFTATTENDED	shiftStartTime	In Time	Latearrival	Late1	Late10	Late30	Late60	BUS
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	08/03/2013	GEN	3/8/2013 9:00:00 AM	09:15	15	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	13/03/2013	GEN	3/13/2013 9:00:00 AM	09:13	13	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	18/03/2013	GEN	3/18/2013 9:00:00 AM	09:20	20	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	19/03/2013	GEN	3/19/2013 9:00:00 AM	09:29	29	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	20/03/2013	GEN	3/20/2013 9:00:00 AM	09:24	24	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	21/03/2013	GEN	3/21/2013 9:00:00 AM	09:14	14	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	22/03/2013	GEN	3/22/2013 9:00:00 AM	09:13	13	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	23/03/2013	GEN	3/23/2013 9:00:00 AM	09:20	20	**				dd
0002	KUBER PANT	GENERAL ADMIN	STAFF	M0	GEN	29/03/2013	GEN	3/29/2013 9:00:00 AM	09:20	20	**				dd
0003	P.D.Dhiman	PPC/MANAGEMENT	STAFF	M6	GEN	02/03/2013	GEN	3/2/2013 9:00:00 AM	09:16	16	**				
0003	P.D.Dhiman	PPC/MANAGEMENT	STAFF	M6	GEN	28/03/2013	GEN	3/28/2013 9:00:00 AM	09:16	16	**				
0014	Pradeep Gulena	R & D/QUALITY/LAB	STAFF	M1	GEN	02/03/2013	GEN	3/2/2013 9:00:00 AM	09:12	12	**				
0014	Pradeep Gulena	R & D/QUALITY/LAB	STAFF	M1	GEN	07/03/2013	GEN	3/7/2013 9:00:00 AM	09:14	14	**				
0014	Pradeep Gulena	R & D/QUALITY/LAB	STAFF	M1	GEN	09/03/2013	GEN	3/9/2013 9:00:00 AM	09:15	15	**				

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## Logout

Press Logout option of the StarTimeOffice menu to logout from the Online Leave Management System.

# GATE USER

When the Gate User logs in this software the Home page will look like as follows:  
Gate Users Page of Online Leave Management System

Welcome : Parmod Sharma

Leave/OD Management System Gate User <a href="#">Half Day Leave Status</a> <a href="#">OD Gate Pass Status</a> <a href="#">LogOut</a>	Profile:-	
	PayCode :	0020
	Name:	Parmod Sharma
	Department :	MAINTENANCE
	Designation :	DG Operator
	Date Of Joining::	03/12/2007
Browse Photo	<input type="text"/> Browse...	
	<input type="button" value="Upload"/>	



## Employee's Half Day Leave Status:

Click Half Day Leave Status button to open 'Half Day Leave Status' home page. In this page a gate user can see details of those employees who are going on Half Day Leave .

Leave/OD Management System Gate User <a href="#">Half Day Leave Status</a> <a href="#">OD Gate Pass Status</a> <a href="#">LogOut</a>	<a href="#">Half Day Leave Status</a> <a href="#">Change Password</a>
	Employee's Half Day Leave Status
	<input type="radio"/> Paycode <input type="radio"/> Employee Name <input type="text"/> <input type="button" value="Search"/>
	<input checked="" type="radio"/> Date: <input type="text"/> <input type="button" value="Search"/>

## Employee's OD Gate Pass:

Click OD gate pass button to open 'Gate Pass Status' home page. In this page a gate user can see details of those employees who go for Out Duty for usually 1-3 hours. A gate user can check the status of gate pass whether it is approved or not approved and allow/deny the employee to leave

Welcome : Parmod Sharma

Leave/OD Management System

Gate User

**Half Day Leave Status**

**OD Gate Pass Status**

**Logout**

**Employee's OD Gate Pass**   **Employee's OD Leave Status**

**Employee's OD Gate Pass**

Paycode    Employee Name   

Out Time  Hours  Minutes   

In Time  Hours  Minutes   

	Apply ID	Paycode	Name	Out Time	Actual Out Time	In Time	Actual In Time	Gate UserID	Vehicle	Status	Reason
<a href="#">Edit</a>	3	0002	KUBER PANT	07 May 2013 11:08		07 May 2013 11:10			OFFICIAL	P	Reason
<a href="#">Edit</a>	4	0002	KUBER PANT	07 May 2013 12:08		07 May 2013 12:10			PERSONAL	P	Reason
<a href="#">Edit</a>	5	0002	KUBER PANT	07 May 2013 13:08		07 May 2013 13:10			PERSONAL	P	Reason
<a href="#">Edit</a>	6	0003	P.D.Dhiman	07 May 2013 11:08		07 May 2013 11:10			OFFICIAL	P	Reason
<a href="#">Edit</a>	7	0003	P.D.Dhiman	07 May 2013 12:08		07 May 2013 12:10			PERSONAL	P	Reason
<a href="#">Edit</a>	8	0003	P.D.Dhiman	07 May 2013 13:08		07 May 2013 13:10			PERSONAL	P	Reason

### Change Password

The Gate User can change his password. Click on “Change Password” button to change the password.

Change Password Page for Gate User

**Change Password**

Employee Login ID     Show in Character

Old Password

New Password

Confirm Password

 

### Logout

Click on Logout menu option of the StarTimeOffice menu to Log-out from the LMS application.

# ADMIN

Admin is a system defined user. When the Admin logs in to the Online Leave Management Software, the following home page will open.

The screenshot shows the Admin home page. At the top, it says "Star Link Communication Pvt. Ltd." and "Welcome :Admin". On the left, there is a sidebar with "Leave/OD Management System" and "SUPER ADMIN" options: "Approve Leave", "Create User", "Import User", and "LogOut". In the center, it says "Star Link Communication Pvt. Ltd." in large blue text. At the bottom, there is a footer with "CopyRight @ Star Link Communication Pvt. Ltd. (www.Starlinkindia.com)" and "Admin Page of Online Leave Management System".

## Approve Leave

Click on Approve Leave menu of the Online Leave Management system to approve the leaves. When a user applies for leave then his/her leave is visible to his/her super user as well as admin. After selecting the Leave ID, Leave Approval page of selected leave ID would be open.

Selection of Leave for Approval

The screenshot shows the Leave Approval page. At the top, it says "Star Link Communication Pvt. Ltd." and "Welcome :Admin". Below that, it says "Leave Approval" and has "Back" and "LogOut" links. There is a table with columns for "Apply Id", "Apply Name", and "Apply Date". The "Apply Id" column has a dropdown menu with the following options: "Select Apply ID", "25-00000071-AMRESH KUMAR", "24-00000128-SUMIT KAPOOR", and "23-00000128-SUMIT KAPOOR". At the bottom, there is a footer with "CopyRight @ Star Link Communication Pvt. Ltd. (www.Starlinkindia.com)".

Voucher_No :	0000006424	L01 - CASUAL LEAVE - 000.00
Name :	AMRESH KUMAR	L02 - OUT DUTY - 000.00
Paycode :	00000071	
Designation :	Software Developer	
Department :	SDD	
LeaveField :	L02	
LeaveCode :	OD	
Duration :	1	
LeaveReason :	Meeting In Maruti	
FromDate :	13/01/2012 13/01/2012	
FromDate :	<input type="text" value="13/01/2012"/> <input type="button" value="Edit"/>	
ToDate :	<input type="text" value="13/01/2012"/> <input type="button" value="Edit"/>	
Approved Date (DD/MM/YYYY) :	<input type="text" value="13/01/2012"/>	
<input checked="" type="radio"/> Approve	<input type="radio"/> Not Approve	
Remarks	<input type="text"/>	
<input type="button" value="Ok"/>		

Leave Approval page of Selected leave ID

### Create User

Press Create User button to open the create user page of Online leave management system. An admin can create, update and delete account of User/Super User/Gate User

**Welcome:Admin**

User  Reported User

User Type

Paycode  Location  Employee Name

Company  Department  Designation

New	Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
<a href="#">New</a>	<a href="#">Edit</a>	<a href="#">Delete</a>		0002	KUBER PANT	DANBLOCK BRAKES INDIA PVT LTD	GENERAL ADMIN		UNIT I	0002
<a href="#">New</a>	<a href="#">Edit</a>	<a href="#">Delete</a>		0003	P.D.Dhiman	DANBLOCK BRAKES INDIA PVT LTD	PPC/MANAGEMENT		UNIT I	0003
<a href="#">New</a>	<a href="#">Edit</a>	<a href="#">Delete</a>		0004	Braj Bhushan Sharma	DANBLOCK BRAKES INDIA PVT LTD	HR		UNIT I	0004
<a href="#">New</a>	<a href="#">Edit</a>	<a href="#">Delete</a>		0006	Rajeev Garg	DANBLOCK BRAKES INDIA PVT LTD	LOGISTIC/WARE HOUSE		UNIT I	0006
<a href="#">New</a>	<a href="#">Edit</a>	<a href="#">Delete</a>		0008	Naveen Rana	DANBLOCK BRAKES INDIA PVT LTD	ASSEMBLY		UNIT I	0008

User Creation Page in Leave Management System

## To Create User in LMS

1-Select “Unregistered User” from drop-down list. There are many options for searching user in LMS, so Search Unregistered user for Creation LMS user.

2- Click on New link in Grid view,

### Select Unregistered User

Welcome:Admin

User  Reported User

User Type: Un Registered

Paycode: 0043    Location:    Employee Name:   

Company:    Department:    Designation:   

Search

New	PayCode	Employee Name	Company	Department	Designation	Location
New	0043	JITENDRA KUMAR NAYAK	Jindal Buildsys Ltd.	IT		New Delhi

Click to add New User Id

3- Select Reporting User from click on select link, there is also an option for search Reporting user.

Welcome:Admin

Paycode: 0164    Location:    Employee Name:   

Company:    Department:    Designation:   

Search...

Paycode : 0043    Employee Name: JITENDRA KUMAR NAYAK

User Id : 0043    Available    Company: Jindal Buildsys Ltd.

Password :    Department: IT

Confirm Password :    Designation:

Is Gate User ??    Location: New Delhi

Selected Reported User

PayCode	Employee Name	Company	Department	Designation	Location
Select	0164	ANAND	Jindal Buildsys Ltd.	Sales & Marketing	New Delhi

Move Up

Move Down

Submit

Reset

After Clicking on New Link

Welcome:Admin

Paycode  Location  Employee Name   
 Company  Department  Designation

Paycode : 0014      Employee Name Pradeep Guleria  
 User Id :  Available      Company DANBLOCK BRAKES INDIA PVT LTD  
 Password :       Department R & D/QUALITY/LAB  
 Confirm Password :       Designation  
 Is Gate User ??      Location UNIT I

Select	PayCode	Employee Name	Company	Department	Designation	Location	Selected Reported User
							0002-KUBER PANT
							0003-P.D.Dhiman
							0004-Braj Bhushan Sharma

  

  

After clicking on select link

3-After filling User ID password, the Admin can the rearrange order of reporting users with the help of **Move Up** and **Move Down** button.

4-After filling all the required fields and checking validation, click on the Submit Button to Create User.

### To Edit Existing LMS User

1-To edit a user; select the user for editing by clicking on the Edit link.

Welcome:Admin

User     Reported User

User Type

Paycode  Location  Employee Name   
 Company  Department  Designation

Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
<a href="#">Edit</a>	<a href="#">Delete</a>		0164	ANAND	Jindal Buildsys Ltd.	Sales & Marketing		New Delhi	0164

Select user for Edit

**Welcome:Admin**

Paycode  Location  Employee Name   
 Company  Department  Designation

Paycode : 0164      Employee Name ANAND  
 User Id :             Company Jindal Buildsys Ltd.  
 Password :       Department Sales & Marketing  
 Confirm Password :       Designation  
 Is Gate User ??      Location New Delhi

[Selected Reported User](#)  
 00004563-AVI

	PayCode	Employee Name	Company	Department	Designation	Location
<a href="#">Select</a>	0043	JITENDRA KUMAR NAYAK	Jindal Buildsys Ltd.	IT		New Delhi
<a href="#">Select</a>	0164	ANAND	Jindal Buildsys Ltd.	Sales & Marketing		New Delhi

After clicking on edit link

Update all fields then click on Submit button to save.

### How to Delete LMS USER

**Welcome:Admin**

User     Reported User

User Type   
 Paycode  Location  Employee Name   
 Company  Department  Designation

Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
<a href="#">Edit</a>	<a href="#">Delete</a>		0164	ANAND	Jindal Buildsys Ltd.	Sales & Marketing		New Delhi	0164

**Welcome:Admin**

User     Reported User

User Type   
 Paycode  Location  Employee Name   
 Company  Department  Designation

Are you sure to delete this User Id.?

Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
<a href="#">Edit</a>	<a href="#">Delete</a>		0164	ANAND	Jindal Buildsys Ltd.	Sales & Marketing		New Delhi	0164

## Import User

Click on the Import User button to open import user page. If you want to create users from excel sheet then you can import excel sheet from this page and this option can create only the user and super user.

### Create User from Excel Sheet

Star Link Communication Pvt. Ltd.  
Welcome : Admin

Leave/OD Management System

SUPER ADMIN

Approve Leave  
Create User  
**Import User**  
Logout

Import User Excel Sheet

Paycode	UserId	Password	ReportingPersons
1234	1234	1234	1234
8529	8529	8529	1234
6547	6547	6547	8529
3697	3697	3697	6547

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## Logout

Press Logout option to escape from the Online Leave Management System.

## FORGOT PASSWORD

If a User, Superuser or Gateuser has forgotten his/her LMS password, then he/she can click on the link "Forgot Password" displayed on the Login Page to retrieve the password.

STAR LINK COMMUNICATION PVT. LTD.

Leave/OD Management System

User Login .

User Login ID Employee Login ID  
Password Password

[Forgot Password](#)

When any of the above mentioned users clicks on the “Forgot Password” Link then the following screen will appear.

Forgot Password screen of online Leave Management system

**Star Link Communication Pvt. Ltd.**  
**Leave/OD Management System**

Forgot Password .	
Employee Login ID	<input type="text" value="Employee Login ID"/>
Email Id	<input type="text" value="Employee Email ID"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

User can type their Employee Login ID and the Email ID associated with it. As soon he/she clicks on the Submit button then an email will be sent to the respective Email ID with the Existing Password.

**-\*-\*THE END\*-\*-**