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 USERSs, 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
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

User Profile

- PayCode: 0001
- Name: MOHIT DIWAKAR
- Department: SOFTWARE
- Designation: SSE
- Date of Joining: 01/01/2013
- Browse Photo:

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.>

Public Holiday List Page of Online Leave Management System

Welcome: Pradeep Guleria

Public Holidays

<table>
<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>DHULANDE</td>
</tr>
</tbody>
</table>
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

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

Leave Balance

Leaves of opening balance - 100
Leaves of consumed balance - 98.5
Leaves of balance leave - 100
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 >

![Employee Attendance Grid View](image)

**Employee Attendance Grid View**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Name</th>
<th>Reason</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Attendance Calendar View**

- **Emp.Attendance**
- **Leave Balance**
- **Leave App. Status**
- **Gate Pass**
- **Leave Application**
- **Public Holiday**
- **Change Password**
- **LogOut**
- **User**

**For Month: Jan 2013**

- **Monday**
- **Tuesday**
- **Wednesday**
- **Thursday**
- **Friday**
- **Saturday**
- **Sunday**

**Present: 27.5**  **Leave: 2.5**  **Holiday: 0**  **Week Off: 0**  **Absent: 1**  **Late: 0**  **Total Days: 31**

**Calender View**

Star Link Communication Pvt. Ltd. (Leave Management System)  Page 9
## Employee Attendance

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Pay Code</th>
<th>Shift</th>
<th>In</th>
<th>Out</th>
<th>Late Arrival</th>
<th>Early Departure</th>
<th>Worked Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/2013</td>
<td>Friday</td>
<td>0061</td>
<td>GEN</td>
<td>21:49</td>
<td>08:30</td>
<td>12:49</td>
<td>00:00</td>
<td>08:41</td>
<td>P</td>
</tr>
<tr>
<td>02/03/2013</td>
<td>Saturday</td>
<td>0061</td>
<td>GEN</td>
<td>22:01</td>
<td>08:13</td>
<td>12:01</td>
<td>00:00</td>
<td>08:12</td>
<td>P</td>
</tr>
<tr>
<td>03/03/2013</td>
<td>Sunday</td>
<td>0061</td>
<td>GEN</td>
<td>21:53</td>
<td>08:10</td>
<td>12:53</td>
<td>00:00</td>
<td>08:17</td>
<td>P</td>
</tr>
<tr>
<td>04/03/2013</td>
<td>Monday</td>
<td>0061</td>
<td>OFF</td>
<td>06:18</td>
<td>12:14</td>
<td>00:00</td>
<td>00:00</td>
<td>05:56</td>
<td>POW</td>
</tr>
<tr>
<td>05/03/2013</td>
<td>Tuesday</td>
<td>0061</td>
<td>GEN</td>
<td>12:53</td>
<td>21:06</td>
<td>03:53</td>
<td>00:00</td>
<td>08:13</td>
<td>P</td>
</tr>
<tr>
<td>06/03/2013</td>
<td>Wednesday</td>
<td>0061</td>
<td>GEN</td>
<td>12:52</td>
<td>21:03</td>
<td>03:52</td>
<td>00:00</td>
<td>08:11</td>
<td>P</td>
</tr>
<tr>
<td>07/03/2013</td>
<td>Thursday</td>
<td>0061</td>
<td>GEN</td>
<td>12:56</td>
<td>21:13</td>
<td>03:56</td>
<td>00:00</td>
<td>08:17</td>
<td>P</td>
</tr>
<tr>
<td>08/03/2013</td>
<td>Friday</td>
<td>0061</td>
<td>GEN</td>
<td>12:55</td>
<td>21:24</td>
<td>03:55</td>
<td>00:00</td>
<td>08:29</td>
<td>P</td>
</tr>
<tr>
<td>09/03/2013</td>
<td>Saturday</td>
<td>0061</td>
<td>GEN</td>
<td>12:05</td>
<td>21:12</td>
<td>04:05</td>
<td>00:00</td>
<td>08:07</td>
<td>P</td>
</tr>
<tr>
<td>10/03/2013</td>
<td>Sunday</td>
<td>0061</td>
<td>GEN</td>
<td>06:47</td>
<td>19:05</td>
<td>00:00</td>
<td>00:00</td>
<td>12:18</td>
<td>P</td>
</tr>
</tbody>
</table>

Grid View

Present: 24  Leave: 0  Holiday: 2  Week Off: 4  Absent: 1  Late: 19  Total Days: 31
**Change Password**

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

![Change Password page of Online Leave Management System](image)

**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.

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.

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Date of Joining</th>
<th>Department/Unit</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuber Pant</td>
<td>06/09/1977</td>
<td>06/09/2000</td>
<td>General Admin</td>
<td>Staff M</td>
</tr>
<tr>
<td>P. O. Dhiman</td>
<td>13/01/1961</td>
<td>24/09/2000</td>
<td>DB Brakes Ind. Pvt Ltd</td>
<td>Staff M</td>
</tr>
<tr>
<td>Manish Kumar</td>
<td>10/08/1970</td>
<td>26/11/2000</td>
<td>Maintenence</td>
<td>Staff M ITT</td>
</tr>
<tr>
<td>Premod Sharma</td>
<td>26/07/1970</td>
<td>03/12/2000</td>
<td>Maintenence</td>
<td>Staff M Matic DG Operator</td>
</tr>
<tr>
<td>Anil Kumar</td>
<td>21/03/1970</td>
<td>18/12/2000</td>
<td>R &amp; B Qual.Lab</td>
<td>Staff M BA Supervisor</td>
</tr>
</tbody>
</table>

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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:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date of Absentee</th>
<th>Department</th>
<th>Shift</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>01/03/2021</td>
<td>Admin</td>
<td>Staff</td>
<td>GENCL</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>15/03/2021</td>
<td>Sales</td>
<td>Office</td>
<td>GENCL</td>
</tr>
</tbody>
</table>

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:
**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.

```
<table>
<thead>
<tr>
<th>Payslip</th>
<th>Employee</th>
<th>Category</th>
<th>Department Name</th>
<th>Gradecode</th>
<th>Dateoffice</th>
<th>SHIFTATTEND</th>
<th>SHIFTSTART</th>
<th>Time</th>
<th>LateArrival</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>01/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>MIS</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>02/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>03/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>MOW</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>04/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>05/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>06/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>07/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>08/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>09/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>10/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>WO</td>
</tr>
<tr>
<td>0002</td>
<td>KUBER</td>
<td>STAFF</td>
<td>GENERAL ADMIN</td>
<td>GEN</td>
<td>11/01/2013</td>
<td>09:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>CL</td>
</tr>
</tbody>
</table>
```
**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:

![Employee Reports Table]

**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*

<table>
<thead>
<tr>
<th>Leave/OD Management System</th>
<th>Gate User</th>
<th>Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PayCode: 0020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name: Parmod Sharma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department: MAINTENANCE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designation: DG Operator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date Of Joining: 03/12/2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Browse Photo</td>
</tr>
</tbody>
</table>

**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.

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

Logout
Click on Logout menu option of the StarTimeOffice menu to Log-out from the LMS application.
Admin is a system defined user. When the Admin logs in to the Online Leave Management Software, the following home page will open.

### 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
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

![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

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

After Clicking on New 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.
After clicking on edit link

Update all fields then click on Submit button to save.

**How to Delete LMS USER**
**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**

<table>
<thead>
<tr>
<th>Paycode</th>
<th>User Id</th>
<th>Password</th>
<th>Reporting Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1224</td>
<td>1224</td>
<td>1224</td>
<td>1224</td>
</tr>
<tr>
<td>8529</td>
<td>8529</td>
<td>8529</td>
<td>1224</td>
</tr>
<tr>
<td>0547</td>
<td>0547</td>
<td>0547</td>
<td>8529</td>
</tr>
<tr>
<td>3607</td>
<td>3607</td>
<td>3607</td>
<td>5547</td>
</tr>
</tbody>
</table>

---

**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
Password

Employee Login ID
Password

Login  Clear

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

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--*--