REPORT SET

OF

WEB BASED

LEAVE MANAGEMENT SOFTWARE

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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 leaves.

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:

- USER
- SUPER USER(REPORTING USER)
- ADMIN

➢ **USER** is created by ADMIN. a user can:

- Apply leave online to his/her Super User (Reporting User).
- Check their attendance.
- View holidays defined by the company.

➢ **SUPER USER** has the authority to approve/reject leaves and check monthly reports of the users who reports to him/her.

➢ **ADMIN** is a system defined user and has the following rights, he can:

- Approve/reject leaves of any user.
- Create/delete/update user's account that access leave management system.
- 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 employees will be USERs; Reporting Manager will be given SUPER USER's rights depending upon the hierarchy.
- Super Users can view employee details who reports to him/her.
- Users can apply leaves online.
- They can view holidays of the current calendar year.
- They can check status of the applied leaves, 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/ADMIN:

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

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

Eg: http://192.168.0.112/LMS

1. USER

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

Select the "from date" and the "to date" for the period you wish to see the attendance 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.

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

Home Page – Leave Management System

- **Profile**: From this User can browse photo and then upload photo.

Profile Page – Leave Management System

- **Holiday:** When you click on the link 'Holiday', the list of holidays, which is saved in Star Time Office 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 - Leave Management System

- **Leave Manage:**

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. User can apply two different types of half day leave from LMS.

Leave Application Page - 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).

Status- To see the status of the leave application, click on 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

Leave Status - Leave Management system

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

Leave Balance - 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.

- **Emp. Attendance:** When the User logs in to Leave Management System, the following attendance page will open. Select the "from date" and the "to date" for the period you wish to see the attendance 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.

User's Page - Leave Management System

- **Miss/Absent Status:** From this option user can send request to his Super User/HOD for Miss/absent for approval. For this User can select "From date" to "To date" to check his miss/absent status during this period.

  There are three options:

  Miss Punch – For checking miss punch status during period.

  Absent – For checking absent status during period.

  All – For checking both miss punch/absent status during period.

  User will select date and then click on Action to send request to his Super User/HOD for approval.
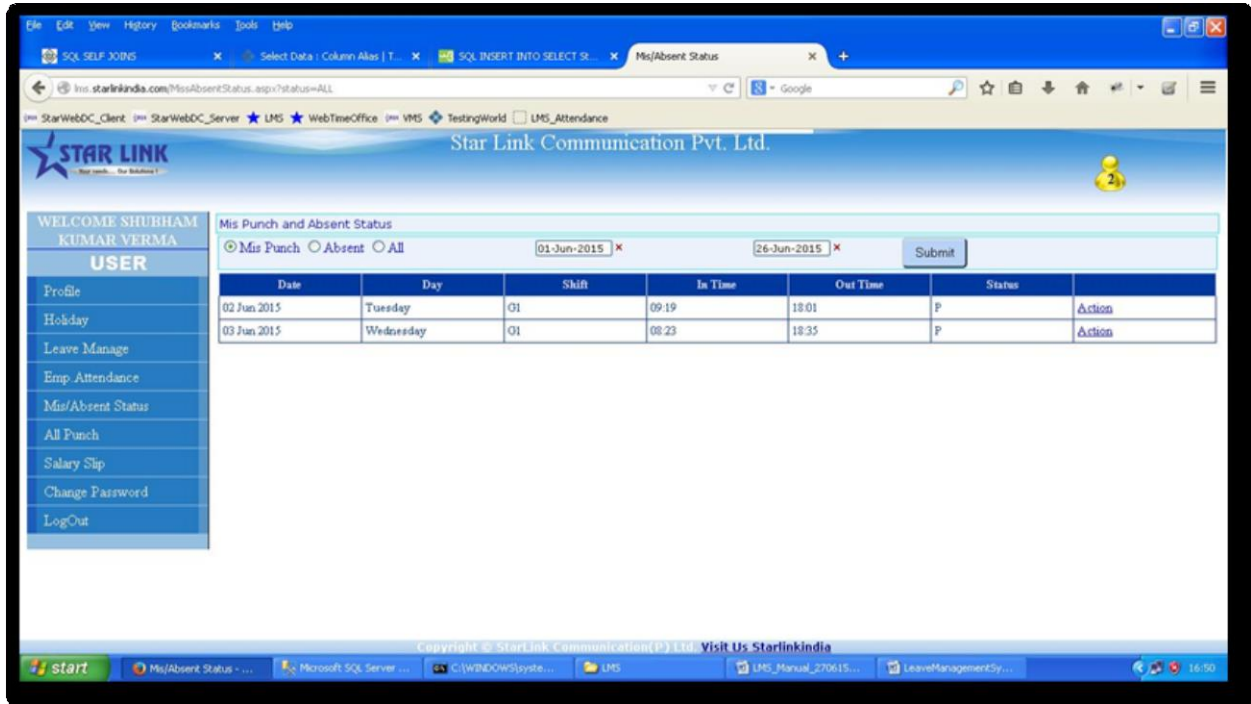
Miss/Absent Status - Leave Management System

- **All Punch:** All the punches of employee.

- **Salary Slip:** this option keeps the salary slip of the user. User can check any of their past salary slip by selecting the month and year option from top left corner and click the generate button on the right side. A new pop up screen will come showing the salary slip.

9/13/2019   Salary Slip

STAR LINK COMMUNICATION PVT.LTD
D-88/4 OKHALA INDL . AREA ,PHASE-I,NEW DELHI
SALARY SLIP(FORM -11)

Employee Name	: Ravi Bouns Case 4		PAYCODE	:	B004
Father's/Husband Name	:		GRADE	:	N/A
DEPARTMENT	: BREWERY WASHING		DATE OF JOINING	:	01/01/2017
DESINATION	: BREWERY WASHING		PF AC NO	:	0.00
PAN NO	:		ESIC NO	:	

SALARY FROM THE MONTH OF Aug 2017

ATTENDANCE DETAIL		LEAVE DETAIL		Total Paid Day
Working Days	31	EL	0	
Weekly off./Holidays	4/0	CL	0	31
		Other Leave	0	

SALARY DETAILS

SALARY COMPONENTS	RATE (in Rs.)	EARNING (in Rs)	AREAR (in Rs)	DEDUCTION (in Rs)	
basic	11000	11000	0.00	PF(Employee)	01
HRA	5000	5000	0	ESIC(Employee)	0.00
COMPOSITE ALL	0	0	01	TDS	01
CONV	3000	3000	0.00	Advanse	01
MEDICAL	4000	4000	0.00		
SPL.ALLO					
LTA					

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

- **Logout:** Press logout option of the menu to logout from the Online Leave Management System.

2. 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:

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

  - Employee Detail
  - Absenteeism
  - Monthly Performance Register
  - Attendance
  - 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:

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:

Monthly Attendance 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:

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:

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.

- **Approve Leave:** This menu allows the Super User to approve the leaves for his/her subordinates.

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

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.

- **Logout**

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

3. ADMIN: Admin is a system defined user. When the Admin logs in to the Online Leave Management Software, the following home page will open.
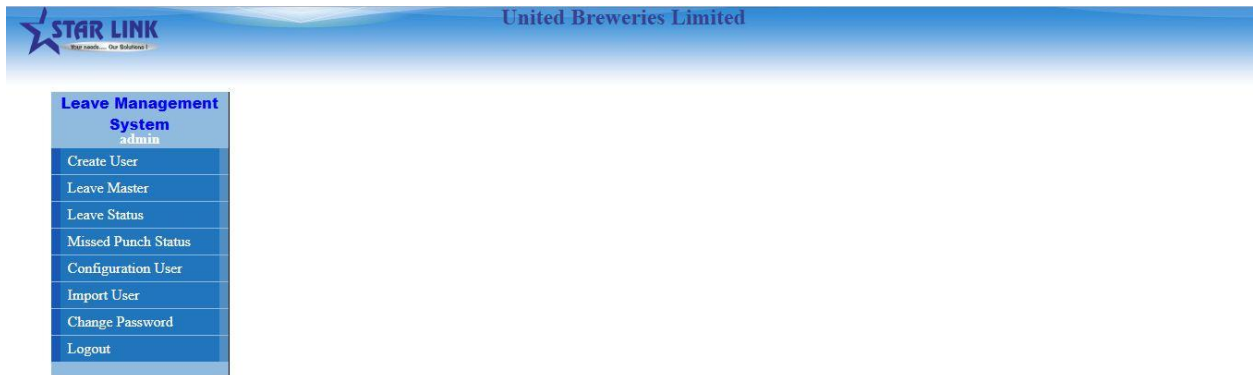
- **Create User:** Press Create User button to open the create user page of Online leave management system. An admin can create, update and delete account of User/Super User/Gate User.

a. Select **"Unregistered User"** from drop-down list. There are many options for searching user in LMS, so Search Unregistered user for Creation of LMS user.

b. Click on **New** link in Grid view
c. Select Reporting User from click on select link, there is also an option for search Reporting user.

After Clicking on New Link

d. After filling User ID password, the Admin can the rearrange order of reporting users with the help of **Move Up** and **Move Down** button.
e. After filling all the required fields and checking validation, click on the **Create** Button to Create User.

To Edit Existing LMS user: 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 **Create** button to save.

How to Delete LMS user:

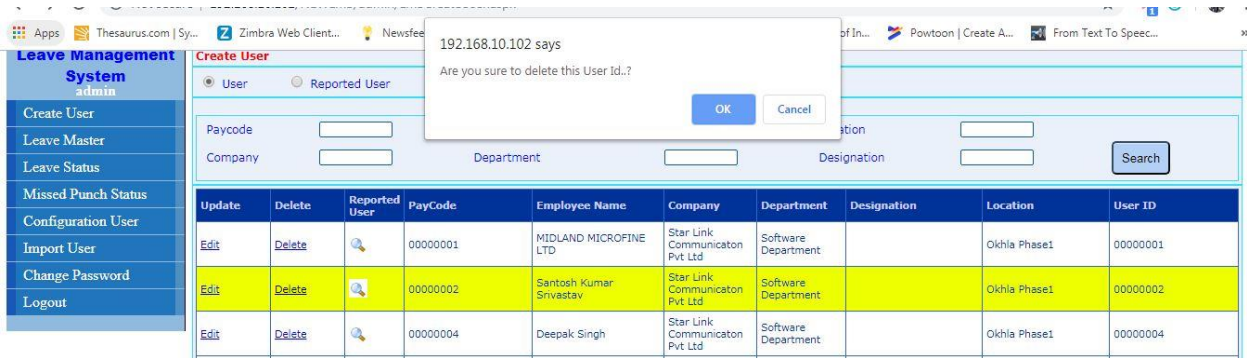- **Leave Master:** From this option Admin can **Edit** any Leave which is added/created in Time Office Software.
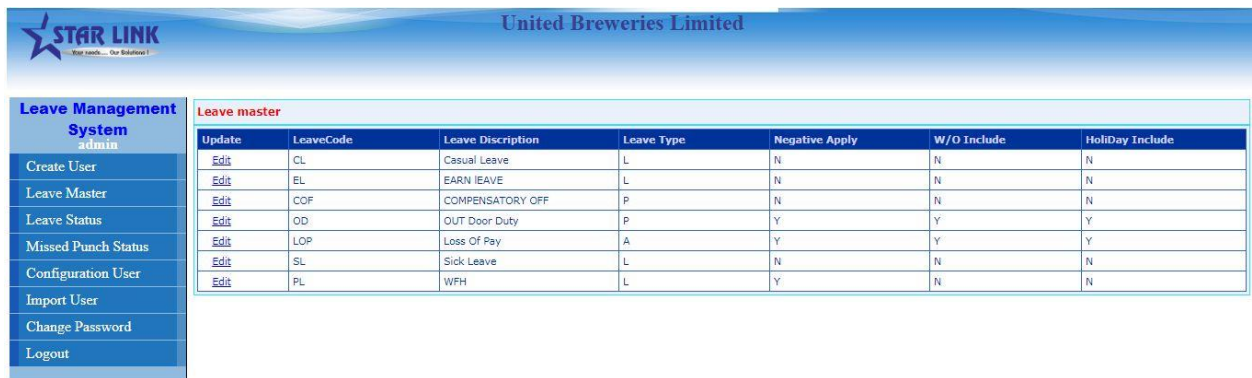
Click on Leave Master

After clicking on Edit option following Window will open.

Admin can change in the following field:-

Leave Type- Admin can change type of Leave such as to change as Leave, Present, Absent.

Is Negative Leave Allow- From this option Admin can give permission to apply negative leave to the entire user.

Sanction Limit- From this option Admin can decide Max and Min Leave to apply for LMS User.

Is Holiday Include- From this option Admin can decide for LMS User to apply Leave on Holiday or not.

Is W/O Include- From this option Admin can decide for LMS User to apply Leave on weekly off or not.

- **Leave Status:** From this option Admin can see **Pending**, **Approved, and Rejected** Leave of selected employees or all employees of the particular year.

- **Configuration User:** From this option, Admin can set the following parameters:

Approval Type- There are two options for Approval Type which are as follows:-

1. Single Level Approval- From this option when User Apply Leave and any of his Reporting Person approves Leave then Leave will Approved.

2. Step by Step Approval- When this option has been selected, then, on applying a leave if there are more than one Reporting Persons for the User, this Leave will be forwarded to his Lower Reporting Person first. If Lower Reporting Person approves the leave, then it will be forwarded to the Higher Reporting Person. If Higher Reporting Person approves this Leave, it means that the Leave has been approved. If the Higher Reporting Person rejects the Leave, then it will be rejected.

NOTE: If any Reporting Person rejects the Leave, it means that the applied Leave has been rejected.

- **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.

For excel format click on **Get Excel Format** to generate and save this. Fill all the details accordingly.

- **Change Password:** From this option Admin can change Password.

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

4. FORGET PASSWORD: If a User, Super user 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.

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

USER LOGIN

User Login ID : admin
Password : •••••

[Login] [Clear]

Forgot Password   Admin Login

United Breweries Limited
UB TOWER, LEVEL 3,4 & 5, UB CITY, 24,
VITTHAL MALLYA ROAD, BANGALORE

Licence No.:-2018080301
Licence type: General

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