



LEAVE MANAGEMENT SYSTEM



Presented by STAR LINK

INTRODUCTION

The Leave Management System is designed to efficiently track and manage employee leaves. This advanced and user-friendly software provides a seamless way to monitor attendance records, check holiday lists, and apply for leave. Employees can easily view their leave status, whether approved or pending, ensuring transparency and convenience.

The system supports both **Single-Level and Multi-Level** Leave Approval policies. In the Multi-Level Approval setup, administrators can define multiple levels of seniority for leave approvals, making the process more structured.

For comprehensive workforce management, the Leave Management System integrates with Time Office Software, which automates attendance tracking. As a web-based application, it allows access from anywhere using an internet-enabled device, ensuring flexibility and ease of use for employees and administrators alike.



LEAVE APPROVAL SYSTEM

- **Single-Level Leave Approval:**
Direct manager approval.
- **Multi-Level Leave Approval:**
Multiple senior approvals required.
- **Admin-controlled leave policies**
for customized leave structure.
- **Leave import capability** for bulk data management.





SOFTWARE FEATURES

- Fully automatized process for employee's leave management
- Individual user log-in for employee.
- Multi-Level leave approval policy.
- Multiple User log-in .
- Employee can view his/her all information like :- Leave, Attendance & salary slip.
- Capability to handle huge database.
- HOD can view all reports of employee.
- Admin can manage multiple type of leave policy.
- User import capability.
- Mail option for leave application – Rejection & Approval.
- Missed punch approval / rejection by reporting person.

STAR LEAVE MANAGEMENT REPORT SET

> USER REPORTS

- Public Holiday List
- Leave Voucher & Register
- OD Gate Pass
- Leave Approval Status
- Employee Attendance

> GATE USER REPORTS

- Half Day Leave Status
- OD Gate Pass Status

> SUPER USER REPORTS

- Includes all user reports + Employee Reports
- Leave Approvals with Extra Features

> SUPER ADMIN CONTROLS

- Approve, Create, Update, and Delete Users
- Complete Leave & Attendance Control



SYSTEM REQUIREMENTS

- > **PROCESSOR: I3 & ABOVE**
- > **RAM: 8GB**
- > **HARD DISK: 320GB & MORE**
- > **OS: WINDOWS 10 & ABOVE**
- > **ANTI VIRUS: ANY UPDATED**
- > **SQL SERVER 2014 STANDARD OR HIGHER**



WHY CHOOSE STAR LINK?

- Industry leader in biometric & workforce management solutions.
- User-friendly interface for HR teams & employees.
- Reduces administrative workload & human errors.
- Seamless integration with other attendance & payroll systems.
- Proven record of delivering excellence in workforce management.



THANK YOU

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