



**WEB BASED  
LEAVE MANAGEMENT  
SOFTWARE  
REPORT SET**

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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:**

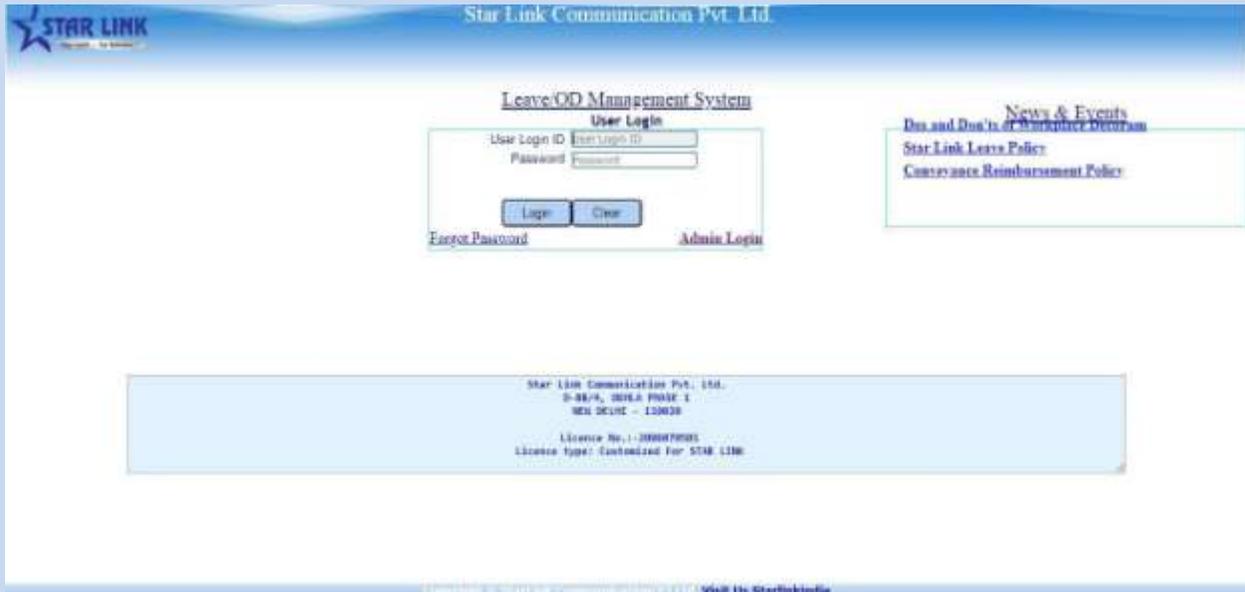
- Initially, admin will create the users according to the hierarchy, who will then have access to the Leave Management System. All the employees will be USERS; Reporting Manager will be given SUPER USER's rights depending upon the hierarchy.
- Super Users can view employee details who reports to him/her.
- 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.>

WELCOME SOUBHAG PRASAD	Star Link Communication Pvt. Ltd.						
USER	Employee Attendance						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Profile							Present: 0
Holiday							Absent: 0
Leave Mtnge							Absent: 0
Emp Attendance	Present: 13	Present: 13	Present: 13	Present: 13	Present: 13	Present: 13	Present: 13
Mis/Absent Status							
All Punch							
Salary Slip							
Change Password							
Logout							
	Present: 13	Holiday: 0	Week Off: 6	Absent: 11	Late: 1	Total Days: 30	

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.>

Date of Holidays	Day	Holidays Name
21-Jan-2018	Tuesday	HAPPY NEW YEAR
26-Jan-2018	Saturday	Republic Day
21-Mar-2018	Thursday	Holi
22-Mar-2018	Friday	Good Friday
23-Mar-2018	Saturday	Eid-ul-Fitr
25-May-2018	Saturday	Good Friday
05-Jun-2018	Wednesday	Eid-ul-Fitr
15-Aug-2018	Thursday	Independence Day
24-Aug-2018	Saturday	Ganesh Visarjan
02-Oct-2018	Wednesday	Mahatma Gandhi Birth
08-Oct-2018	Tuesday	Vijaya Dashami
28-Oct-2018	Monday	Vahakama Day
29-Oct-2018	Tuesday	Bhai Duj
09-Nov-2018	Saturday	Annual Day

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.

The screenshot displays the 'Leave Application' page of the Star Link Communication Pvt. Ltd. system. The page is titled 'Leave Application' and features a sidebar on the left with a 'USER' menu. The main form contains the following fields:

- PlayCode :
- From Date :
- To Date :
- Leave Type/Code :
- Leave Duration :
- Reason :
- Contact No. During Leave :

At the bottom of the form, there are 'Submit' and 'Reset' buttons. The sidebar menu includes options like Profile, Holiday, Leave Manag, Emp. Attendance, Mid/Arrest Status, All Patch, Salary Slip, Change Password, and LogOut.

### 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

STAR LINK  
Star Link Communication Pvt. Ltd.

WELCOME SHUBHAM KUMAR VERMA

USER

- Profile
- Holiday
- Leave Manage
- Emp. Attendance
- Mis/Absest Status
- All Punch
- Salary Slip
- Change Password
- LogOut

Application Status

Application: Status: Balance

Leave Application Status

Pending  Approved  Reject  All

From Date: 01-Apr-2015 To Date: 31-Mar-2016

Go

VOUCHER DATE	FROM DATE	TO DATE	LEAVE NAME	DURATION	REASON
No Record Found					

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Leave Status - Leave Management system

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

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WELCOME SHUBHAM KUMAR VERMA

USER

- Profile
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- Change Password
- LogOut

Applications Status Balance

Leave Balance

Leave Code	Leave Name	Opening Balance	Consumed Leave	Balance Leave
CL	CASUAL LEAVE	10	4.5	5.5
LAD	LATE ARRIVAL DEDUCTI	0	0	0
OD	OUT DUTY	0	2	-2
COF	COMPENSATORY OFF	0	0	0
RH	RESTRICTED HOLIDAY	0	0	0
EL	EARNED LEAVE	14	4	10
LWP	LEAVE WITHOUT PAY	0	0	0
HL	STARLINK HOLIDAY	0	0	0

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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.

The screenshot displays the 'Employee Attendance' page for the month of June 2015. The interface includes a sidebar with navigation options and a main grid showing attendance details for each day. A summary bar at the bottom provides a quick overview of the month's attendance.

Profile	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Holiday	In: 08:27 Out: 18:47 Status: P	In: 09:19 (LA) Out: 18:05 Status: P	In: 08:33 Out: 18:35 Status: P	In: 08:22 Out: 17:39 Status: P	In: 08:38 Out: 17:07 Status: P	In: 08:59 Out: 17:41 Status: P	Status: WO
Leave Manage	In: 09:22 (LA) Out: 18:44 Status: P	In: 09:22 (LA) Out: 18:32 Status: P	In: 08:54 Out: 17:54 Status: P	In: 10:06 (LA) Out: 17:45 Status: SRT	In: 08:59 Out: 17:44 Status: P	In: 08:00 Out: 17:07 Status: P	Status: WO
Emp Attendance	In: 09:00 Out: 7 Status: H15	Status: A	Status: A	Status: A	Status: A	Status: A	Status: WO
Min/Absent Status	Status: A	Status: A	Status: A	Status: A	Status: A	Status: A	Status: WO
All Patch	Status: A	Status: A	Status: A	Status: A	Status: A	Status: A	Status: WO
Salary Slip	Status: A	Status: A	Status: A	Status: A	Status: A	Status: A	Status: WO
Change Password	Status: A	Status: A					
LogOut	Status: A	Status: A					

Present: 13    Leaves: 0    Holiday: 0    Week Off: 4    Absent: 13    Late: 4    Total Days: 30

User's Page - Leave Management System

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WELCOME SHUBHAM KUMAR VERMA

USER

Employee Attendance

Grid View Calendar View

From Date: 01-Jun-2015 To Date: 30-Jun-2015 Go

Date	Day	Pay Code	Shift	In	Out	Late Arrival	Early Departure	Worked Hours	Status
01/06/2015	Monday	00000194	G1	08:27	18:47	00:00	00:00	10:06	P
02/06/2015	Tuesday	00000194	G1	09:18	18:01	00:19	00:00	08:09	P
03/06/2015	Wednesday	00000194	G1	08:23	18:35	00:00	00:00	09:57	P
04/06/2015	Thursday	00000194	G1	08:22	17:39	00:00	00:00	08:48	P
05/06/2015	Friday	00000194	G1	09:06	17:32	00:00	00:00	08:17	P
06/06/2015	Saturday	00000194	G1	08:59	17:41	00:00	00:00	08:31	P
07/06/2015	Sunday	00000194	OFF			00:00	00:00	00:00	WO
08/06/2015	Monday	00000194	G1	09:18	18:44	00:18	00:00	09:11	P
09/06/2015	Tuesday	00000194	G1	09:22	18:22	00:22	00:00	08:49	P
10/06/2015	Wednesday	00000194	G1	08:54	17:54	00:00	00:00	08:48	P
11/06/2015	Thursday	00000194	G1	10:06	17:45	01:06	00:00	07:18	SRT

Present: 13 Leave: 0 Holiday: 0 Week Off: 4 Absent: 13 Late: 4 Total Days: 30

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- **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.

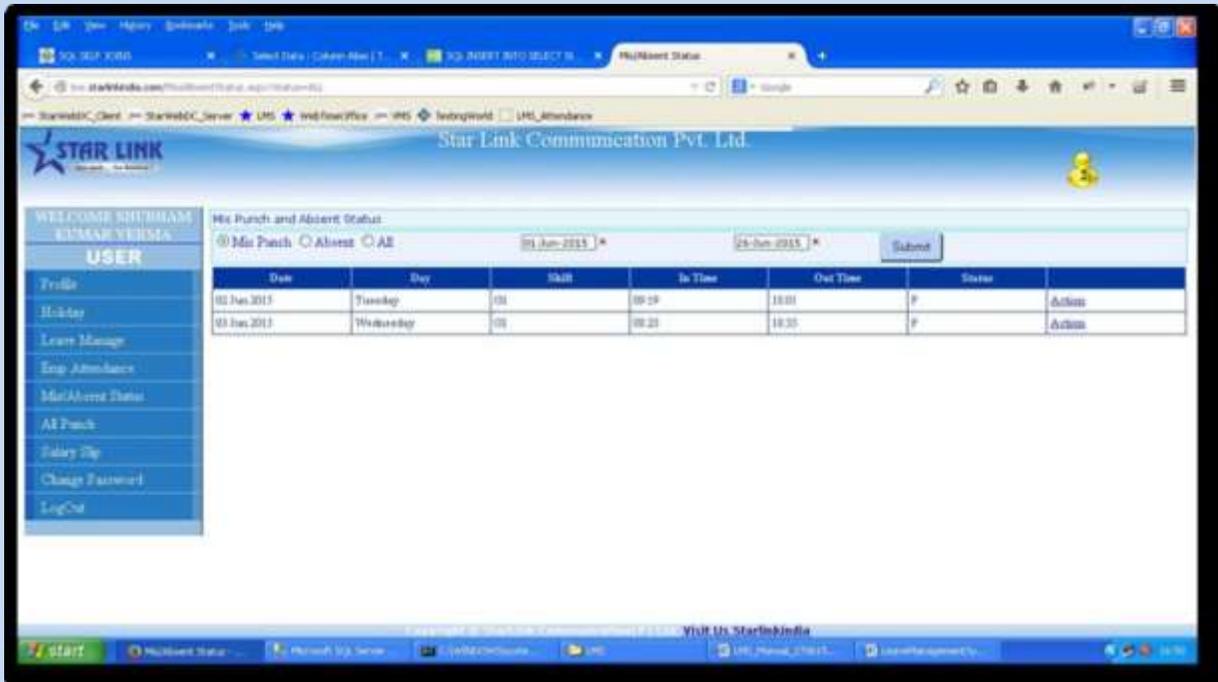
There are three options:

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 : 0.00	
PAN NO :	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.ALL0				
LTA				

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

**Star Link Communication Pvt. Ltd.**

WELCOME SHUBHAM KUMAR VERMA

**USER**

**Change Password**

Login ID :   Show in Character

Old Password :

New Password :

Confirm Password :

**Sidebar Menu:** Profile, Holiday, Leave Manage, Emp Attendance, Mat/Absent Status, All Punch, Salary Slip, Change Password, LogOut

- **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:

The screenshot displays the STAR LINK Online Leave Management System interface for a Super User. The page features a navigation menu on the left with options like Profile, Holiday, Leave Management, and Approve Leave. The main content area shows a 'WELCOME BBRB SUPER USER' message and a table of leave requests under the 'Approve Leave' section. The table has columns for Process, Action, PayCode, Employee Name, From Date, To Date, Leave Description, Leave Duration, and Reason.

Process	Action	PayCode	Employee Name	From Date	To Date	Leave Description	Leave Duration	Reason
Process	Approve Request	1111	AAA	06-Aug-2016	06-Aug-2016	CASUAL LEAVE	1	wwwwww
Process	Approve Request	1111	AAA	01-Jul-2016	01-Jul-2016	CASUAL LEAVE	1	shhnynd
Process	Approve Request	1111	AAA	27-Jul-2016	27-Jul-2016	CASUAL LEAVE	1	roffgng
Process	Approve Request	1111	AAA	23-Jul-2016	23-Jul-2016	SARVED LEAVE	1	skwww
Process	Approve Request	1111	AAA	23-Jul-2016	23-Jul-2016	CASUAL LEAVE	1	hngjg
Process	Approve Request	1111	AAA	19-Jul-2016	19-Jul-2016	CASUAL LEAVE	1	shyngng
Process	Approve Request	1111	AAA	21-Jul-2016	21-Jul-2016	CASUAL LEAVE	1	mdndfnd
Process	Approve Request	1111	AAA	26-Aug-2016	26-Aug-2016	CASUAL LEAVE	1	ggrvndv
Process	Approve Request	1111	AAA	19-Aug-2016	19-Aug-2016	CASUAL LEAVE	1	11111
Process	Approve Request	1111	AAA	06-Aug-2016	06-Aug-2016	CASUAL LEAVE	1	gngngng

- **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:

The screenshot shows the STAR LINK HR system interface. On the left is a navigation menu with options like 'Profile', 'Holiday', 'Leave Management', 'Employee Attendance', etc. The main area displays the 'Reports' section with a sub-menu for 'Employee Details'. A search bar contains the employee ID '000145-Poolesh Chand Sharma'. Below this is a table with the following data:

Action	Emp Code	Employee Name	Gender	DOB	Joining Date	Category	Emp. Name	Emp. Name	Sex	Qualification	Designation	Grade
	000145	Poolesh Chand Sharma		01/11/1988	01/12/2008	Star Link Corporation Pvt Ltd	Marketing Executive	Marketing Executive	Male			0001

**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:

The screenshot shows the STAR LINK HR system interface with the 'Absenteeism' report selected. The date range is set from '01-Sep-2019' to '30-Sep-2019'. The table below shows the results:

Emp Code	Employee Name	Date	Department	Reason	Shift	Remark
000145	Poolesh Chand Sharma	01-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	02-Sep-2019	Marketing Department		MT	B
000145	Poolesh Chand Sharma	04-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	05-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	06-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	07-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	08-Sep-2019	Marketing Department		MT	B
000145	Poolesh Chand Sharma	09-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	10-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	11-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	12-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	13-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	14-Sep-2019	Marketing Department		MT	B
000145	Poolesh Chand Sharma	15-Sep-2019	Marketing Department		MT	B
000145	Poolesh Chand Sharma	16-Sep-2019	Marketing Department		MT	A
000145	Poolesh Chand Sharma	17-Sep-2019	Marketing Department		MT	B
000145	Poolesh Chand Sharma	18-Sep-2019	Marketing Department		MT	A

**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:

The screenshot displays the 'Monthly Attendance Register' for employee Prakash Chand Sharma (Employee ID: 000041) for the month of September 2019. The interface includes a navigation menu on the left, a 'Reports' section with filters for 'From Date' (01-Sep-2019) and 'To Date' (30-Sep-2019), and a data table with columns for PayCode, PayrollCat, Employee, Company, Dept, Cat, Department, Department, Category, Shift, Grade, Suboffice, In, Out, HoursWorked, Status, and LeaveType. The table shows 10 rows of attendance data for various dates in September, with statuses ranging from 'ND' (Not Done) to 'AP' (Approved).

PayCode	PayrollCat	Employee	Company	Dept	Cat	Department	Department	Category	Shift	Grade	Suboffice	In	Out	HoursWorked	Status	LeaveType
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	01-Sep-2019			0.00	ND	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	02-Sep-2019			0.00	A	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	03-Sep-2019			0.00	A	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	04-Sep-2019			0.00	A	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	05-Sep-2019			0.00	A	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	06-Sep-2019			0.00	A	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	07-Sep-2019			0.00	A	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	08-Sep-2019			0.00	A	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	09-Sep-2019			0.00	ND	0
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	30-Sep-2019			0.00	ND	0

**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:

The screenshot displays the 'Late Arrival' report for employee Prakash Chand Sharma (Employee ID: 000041) for the month of September 2019. The interface includes a navigation menu on the left, a 'Reports' section with filters for 'From Date' (01-Sep-2019) and 'To Date' (30-Sep-2019), and a data table with columns for Paycode, Company, Department, Department, Cat, Category, Grade, Shift, Suboffice, In, Out, LateIn, LateOut, LateIn, LateOut, and SOT. The table shows 10 rows of late arrival data for various dates in September, with statuses ranging from 'ND' (Not Done) to 'AP' (Approved).

Paycode	Company	Department	Department	Cat	Category	Grade	Shift	Suboffice	In	Out	LateIn	LateOut	LateIn	LateOut	SOT
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	01-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	02-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	03-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	04-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	05-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	06-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	07-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	08-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	09-Sep-2019				
000041	0000041	Prakash Chand Sharma	000	001	000	Marketing Department	Marketing Department	48HR	08P	000	30-Sep-2019				

**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.

EMPLOYEE	EMPNAME	Company No	Cat	Category No	Department Code	Department Name	Grade/Rate	Date/Time	Status	DIFF DATES	Shift/Start Time	Status	Label/Rate	Status
00041	Prakash Chand Sharma	002	001	new	005	Marketing Department	001	01-Sep-2018	OFF	OFF				NO
00041	Prakash Chand Sharma	002	001	new	005	Marketing Department	001	02-Sep-2018	APT	APT	02-Sep-2018 11:00			A
00041	Prakash Chand Sharma	002	001	new	005	Marketing Department	001	03-Sep-2018	APT	APT	03-Sep-2018 11:00			A
00041	Prakash Chand Sharma	002	001	new	005	Marketing Department	001	04-Sep-2018	APT	APT	04-Sep-2018 11:00			A
00041	Prakash Chand Sharma	002	001	new	005	Marketing Department	001	05-Sep-2018	APT	APT	05-Sep-2018 11:00			A
00041	Prakash Chand Sharma	002	001	new	005	Marketing Department	001	06-Sep-2018	APT	APT	06-Sep-2018 11:00			A

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

Process	Action	Page Code	Employee Name	From Date	To Date	Leave Description	Leave Duration	Status
Process	Request Select	111	AAA	06-Aug-2018	06-Aug-2018	CASUAL LEAVE	1	waiting
Process	Approve Request	111	AAA	01-Aug-2018	01-Aug-2018	CASUAL LEAVE	1	approved
Process	Approve Request	111	AAA	27-Jul-2018	27-Jul-2018	CASUAL LEAVE	1	approved
Process	Approve Request	111	AAA	23-Jul-2018	23-Jul-2018	EARNED LEAVE	1	approved
Process	Approve Request	111	AAA	23-Jul-2018	23-Jul-2018	CASUAL LEAVE	1	approved
Process	Approve Request	111	AAA	19-Jul-2018	19-Jul-2018	CASUAL LEAVE	1	approved
Process	Approve Request	111	AAA	21-Jul-2018	21-Jul-2018	CASUAL LEAVE	1	approved
Process	Approve Request	111	AAA	26-Aug-2018	26-Aug-2018	CASUAL LEAVE	1	approved
Process	Approve Request	111	AAA	19-Aug-2018	19-Aug-2018	CASUAL LEAVE	1	approved
Process	Approve Request	111	AAA	06-Aug-2018	06-Aug-2018	CASUAL LEAVE	1	approved

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 **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.

- 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.



**STAR LINK** United Breweries Limited

**Leave Management System**

**Create User**

Paycode:  Employee Name:  Location:   
 Company:  Department:  Designation:  **Search**

Paycode: 000141 Employee Name: Prakash Chand Sharma  
 User ID: 000141 **Check Availability** Company: Star Link Communication Pvt Ltd  
 Password: \*\*\*\*\* Department: Marketing Department  
 Confirm: \*\*\*\*\* Designation:   
 Location: Doha Phase I

PayCode	Name	Company	Dept	Desig	Location
000000	MIDLAND MICROPHONE LTD	Star Link Communication Pvt Ltd	Software Department		Doha Phase I
000000	Suresh Kumar Shrestha	Star Link Communication Pvt Ltd	Software Department		Doha Phase I
000000	Aman Singh	Star Link Communication Pvt Ltd	Software Department		Doha Phase I
000000	Deepak Singh	Star Link Communication Pvt Ltd	Software Department		Doha Phase I
000000	Rakesh Sharma	Star Link Communication Pvt Ltd	Software Department		Doha Phase I
000000		Star Link	Software		Doha

**Selected Reported User**  
 Double Click on List to remove Reporting User. Use Up and Down buttons to rearrange order of Reporting User.  
 00000011-Suresh Kumar  
**Create** **Reset**

After clicking on edit link

Update all fields then click on **Create** button to save.

**How to Delete LMS user:**

**STAR LINK** United Breweries Limited

**Leave Management System**

**Create User**

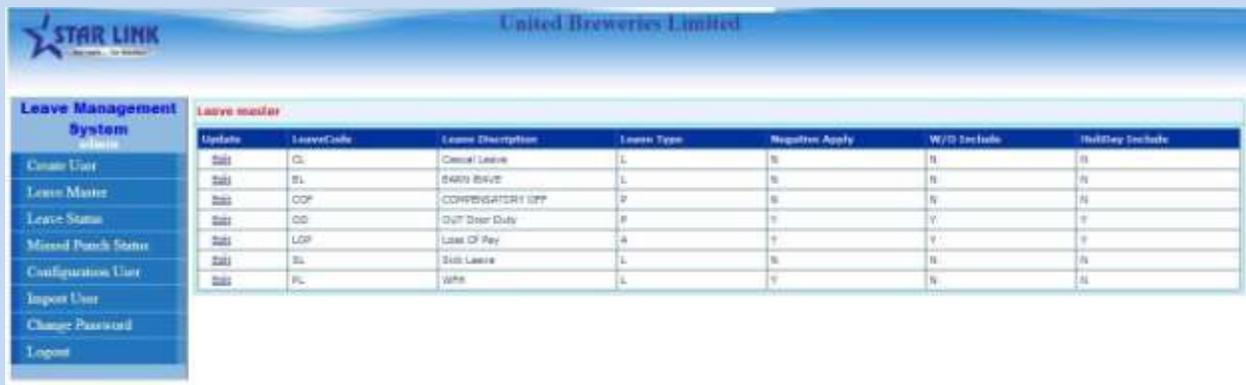
User  Reported User User Type: Registered

Paycode:  Employee Name:  Location:   
 Company:  Department:  Designation:  **Search**

Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
<a href="#">Edit</a>	<a href="#">Delete</a>		0000001	MIDLAND MICROPHONE LTD	Star Link Communication Pvt Ltd	Software Department		Doha Phase I	0000001
<a href="#">Edit</a>	<a href="#">Delete</a>		0000002	Suresh Kumar Shrestha	Star Link Communication Pvt Ltd	Software Department		Doha Phase I	0000002
<a href="#">Edit</a>	<a href="#">Delete</a>		0000004	Deepak Singh	Star Link Communication Pvt Ltd	Software Department		Doha Phase I	0000004
<a href="#">Edit</a>	<a href="#">Delete</a>		0000008	Rakesh Sharma	Star Link Communication Pvt Ltd	Software Department		Doha Phase I	0000008
<a href="#">Edit</a>	<a href="#">Delete</a>		0000007	Rudh Rajan	Star Link Communication Pvt Ltd	Software Department		Doha Phase I	0000007
<a href="#">Edit</a>	<a href="#">Delete</a>		0000011	Suresh Kumar	Star Link Communication Pvt Ltd	Marketing Department		Doha Phase I	0000011
<a href="#">Edit</a>	<a href="#">Delete</a>		000141	Prakash Chand Sharma	Star Link Communication	Marketing Department		Doha Phase I	000141



- **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.



Apply ID	Pancode	Employee Name	From Date	To Date	Leave Code	Leave Duration	First / Second Half
8	0000001	MIDLAND MICROFINE LTD	31-Jul-2019	31-Jul-2019	COF	1	
7	0000007	Papul Ranjan	31-Jul-2019	31-Jul-2019	COF	1	
8	0000002	Suresh Kumar Srivastava	10-Jan-2019	10-Jan-2019	OO	1	
8	0000002	Suresh Kumar Srivastava	07-Jan-2019	07-Jan-2019	OL	1	

- **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.

The screenshot displays the 'LMS Configuration' page for 'United Breweries Limited'. On the left, there is a 'Leave Management System' sidebar with buttons for 'Create User', 'Leave Menu', 'Leave Status', 'Missed Punch Status', 'Configuration User', 'Import User', 'Change Password', and 'Logout'. The main configuration area includes the following fields:

- Approval Type:  Single Level Approval
- Email To User:  Yes  No
- Server IP: 192.168.0.255  SSL Enable
- Port: 25
- Mail From: mukesh.sharma@starlink.co.in
- Password: [Masked]
- Admin Mail ID: mukesh.sharma@starlink.co.in
- Gate Pass:  (Check if Gate Pass Allow)
- Leave Apply From Date: 01-Jan-2018 \*
- Leave Apply To Date: 31-Dec-2018 \*

At the bottom, there is a legend for 'Mandatory Fields' and 'Save' and 'Cancel' buttons.

- **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.

**STAR LINK**

**USER LOGIN**

User Login ID:

Password:

[Forgot Password](#) [Admin Login](#)

United Breweries Limited  
08 TOWER, LEVEL 3,4 & 5, UB CITY, 24,  
VITTAL HALIYA ROAD, BANGALORE  
Licence No.: 0018090301  
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\*\***