

# Leave management system

[Business](#), [Management](#)



Leave Status Module Leave Records Leave Ledger 7. Reports Module 8. Change password Module 9. Sign-out 10. Help (Related Project) Module 1 . Frequently Ask Question (FAQ) Module 12. About timeless. \*\*Some administrative option will not appear to simple user or who is not any type of authority This application developed has 3 level structure concepts. User First Level Authority First user fills leave form from leave request and submit. This form is transferred to his first level authority.

This leave application will get approved by first level if first level authority approve then it gets transferred to second level authority if rejected at first level, it will not get transferred to second level. And second level authority can approve or reject this and this is the final approval or rejection of the leave. If user is self first level approval authority in that case leave application will be automatically approved by first level and get transferred to second level for final approval. Second level authority can approve or reject this and it is the final approval or rejection of the leave.

If user is self first level and second level approval authority in that case leave application will be automatically approved from first level and second level approval will have to self approval. 1. Leave module Leave application form and cancellation form given below. Guideline for to Leave Application form. NINE NO: :(Compulsory field) To fill application form first you have to select leave application option after that form requires kinds of information first is NINE No this is an essential field but this field will be filled automatically when you will login the application.

Date From & To Date( Compulsory field) Leave start date and leave end date has to be entered. Leave can be one day or more. Leave Type :( Compulsory field) Leave type depends on the kind of leave category in the organization or which type of leave you are entitled for like etc. Please note that If you select CLC or SSL and you have no remaining balance CLC/SSL in that case alert message will flash then leave will be submitted and deducted from PL if you don't want to deduct from PL you can delete leave from grid blow after submission. The ML leave is entitled only for female married employee.

In this case you have to fill an additional field of delivery date this will appear after selecting ML leave type if you are entitled. If you are not entitled of this, leave option will not appear on form and flash a message. The SSL type of leave is sick leave and after selecting SSL upload option will be enabled, if you are taking more than 3 days you have to upload sick/leave certificate other wise ignore this option as for less than 3 SSL medical certificate is not required. Leave cause : Reason of leave. Duration : Select full day always. Upload certificate : check the mail option. Guideline for to Leave cancellation form.

To fill cancellation form first you have to select leave cancellation option. Manual entry is done when you are not able to Punch your attendance card so that you have an alternative option to submit attendance through this application feature. NINE, name, card number will be filled automatically when you will click the manual request form. It is compulsory to fill Process date, in time and out time with date in 24: 00 hour format as shown in the form. Remarks if any Manual selection criteria" mean same as application

form. Leave Approval This option will appear for authority level 1st and 2nd only.