



A DIGITAL WORK PLACE SOLUTION

**ELEAVE Manual –
Admin**

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ADMIN-ELEAVE

When Calendar is created by Super Admin and Calendar is mapped by Local Admin , the next step is the User ADMIN who provided role as "Role_Admin" (deal with leaves)



After login, by default dashboard screen will be shown in front of the user.

S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No. of Days	Organization Unit	Status	Officer Name
1	E0032	837180546925	Rahul Sharma	ASSISTANT MANAGER	CL	31-10-2017	31-10-2017	1	IT BRANCH-PMDC	Awaiting Approval	V.P.Singh

List of Users applied request for holiday.

Step 1: The very step is to add Nature of leaves, GOTO->Administration->Add Nature Of leave

- Update Leave Balance For Upcoming Year
- Submit Exceptional Joining Request
- Previous Half Year Leave Balance
- **Add Nature Of Leave**

Administration

Following screen will open up: User can tick/untick the nature of leaves for the Organization.

Add Nature of Leave	
The following is the list of various leave types that are available in current version of eLeave. You may change the settings (check/uncheck) for using or not using these leave types.	
Nature Of Leave	Is active
CL	<input checked="" type="checkbox"/>
RH	<input checked="" type="checkbox"/>
EL	<input checked="" type="checkbox"/>
HPL	<input checked="" type="checkbox"/>
Commuted Leave	<input checked="" type="checkbox"/>

Step 2: The next step is to **Configure Number of Leaves** of all the employees in an organization

Goto Administration->Configure No. of Leaves

Administration ➤ Configure Number Of Leave

Select 1) Nature of Leave 2) Total No. of leaves for particular Leave eg. EL/CL 3) Max. no of leaves user can take at one time.

Following screen will open up:

Configure Number Of Leave

Nature of Leave That Are Available For Configuration*

Enter Total Number Of Leaves*

Enter Maximum Number Of Leaves That Can Be Aailed In One Shot*

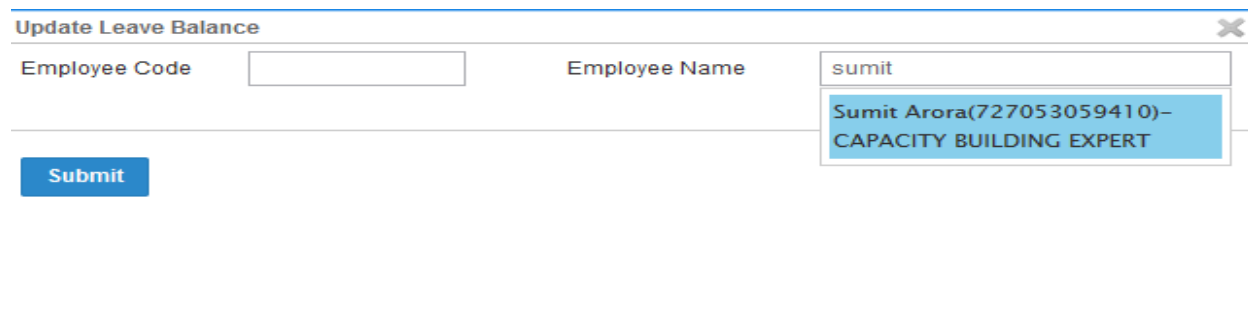
Submit

Step 3: CASE 1: Update Leave for Single User wise

Update the Leave Balance for every user, Goto-Administration->**Update Leave Balance**

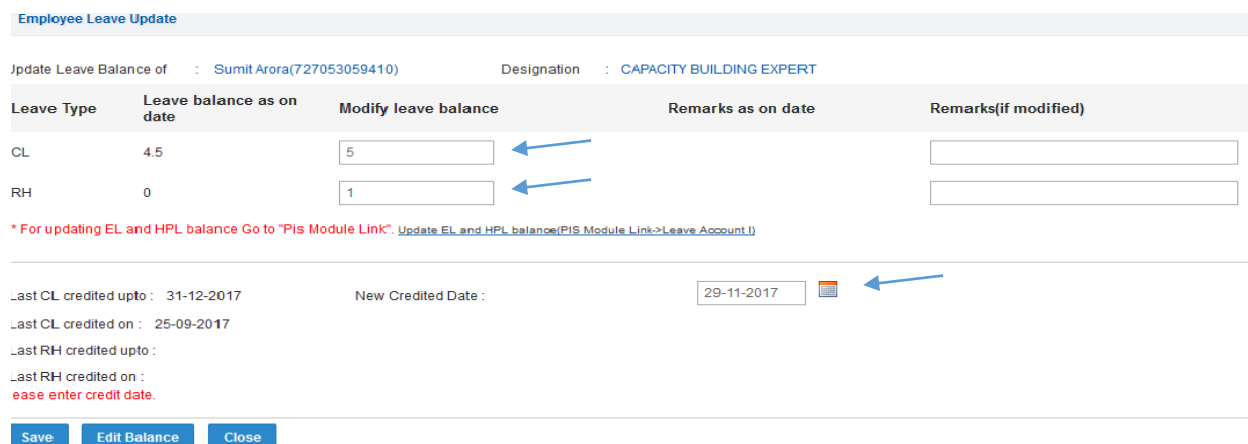
Administration ➤ Update Leave Balance

Following screen will open up: Search the particular employee name to whom updating the leave balance.



The screenshot shows a web form titled "Update Leave Balance". It has two input fields: "Employee Code" (empty) and "Employee Name" (containing "sumit"). A dropdown menu is open under "Employee Name", showing "Sumit Arora(727053059410)- CAPACITY BUILDING EXPERT". A blue "Submit" button is located below the fields.

Update/Modify the leave balance and choose credited date and press Edit Balance.



The screenshot shows the "Employee Leave Update" form. At the top, it displays "Update Leave Balance of : Sumit Arora(727053059410)" and "Designation : CAPACITY BUILDING EXPERT". Below this is a table with columns: "Leave Type", "Leave balance as on date", "Modify leave balance", "Remarks as on date", and "Remarks(if modified)".

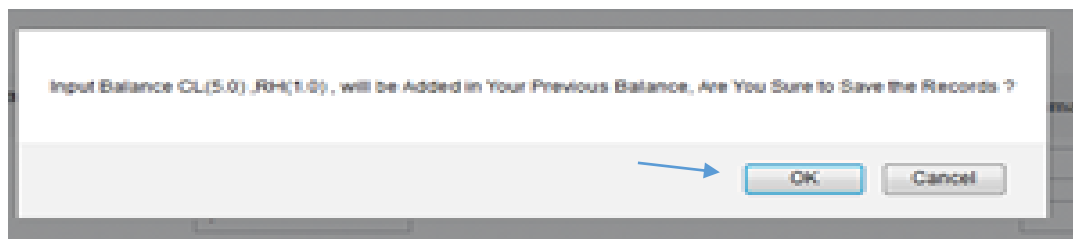
Leave Type	Leave balance as on date	Modify leave balance	Remarks as on date	Remarks(if modified)
CL	4.5	<input type="text" value="5"/>		<input type="text"/>
RH	0	<input type="text" value="1"/>		<input type="text"/>

Below the table, there is a note: "* For updating EL and HPL balance Go to 'Pis Module Link'. Update EL and HPL balance(PIS Module Link->Leave Account)".

At the bottom, there are fields for "Last CL credited upto : 31-12-2017", "Last CL credited on : 25-09-2017", "Last RH credited upto :", and "Last RH credited on :". A "New Credited Date" field is set to "29-11-2017" with a calendar icon. A blue arrow points to this date field.

At the very bottom, there are three buttons: "Save", "Edit Balance", and "Close".

When Clicked on Edit Balance-> Alert shows new balance will be added to previous balance-> Press Ok if agree



The screenshot shows an alert dialog box with the text: "Input Balance CL(5.0) ,RH(1.0) , will be Added in Your Previous Balance., Are You Sure to Save the Records ?". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". A blue arrow points to the "OK" button.

Balance will be edited to previous one, as shown below:

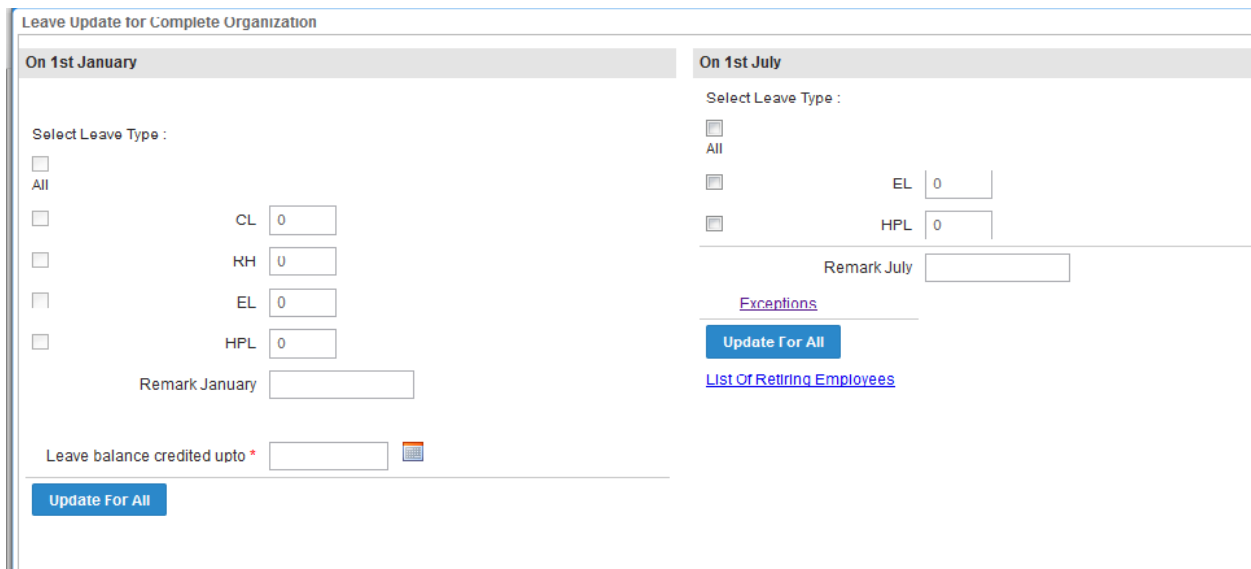
Leave Type	Leave balance as on date
CL	9.5
RH	1

CASE 2: Same Leave Update for Complete Organization but not individual as in above mentioned Case 1.

For that Goto Administration->Leave Update for Complete Organization->Choose without Cadre Option

Administration → Leave Update for Complete Organization

Following screen will open up:



Step 4: Set Approval Workflow

Goto Administration->Approval Workflow->Following Screen will open up:

Step 1: Search employee to set his/her Workflow Approving officer.

When Authority Level selected following dropdowns will open up to set Approving Officer.

NOTE: Search users who has role given "Role_Admin" and "Role_AdminAssistant". These are the users who deal with ELEAVE Documentation.

If **authority level is 2** then add controlling officer in the channel and corresponding channel flow number and Press **Save Workflow Button**.

List of users to whom workflow is added can be seen by searching employee name or search by designation or organization. Following screenshot will open after search

Search by name Search by Designation

Search by Employee Code or by Employee Name or by Designation or by Organization for existing users workflow.

Employee Code : Employee Name : Designation : ASSISTANT MANAGER Organization : Choose One

[Search](#) [Show All](#) [Generate PDF](#)

[Add New WorkFlow](#)

S.No.	Emp Code	Emp Name	Designation	Organization	Reporting Authority	Controlling Authority	Approving Authority	Admin Authority	Admin Assistant	Action
1	514292439250	Esha Gupta	ASSISTANT MANAGER	FINANCE-PMDC	V.P.Singh	NA	NA	Rahul Sharma	Surbhi Budhiraja	
2	634089555015	Jitesh Kumar Pandey	ASSISTANT MANAGER	ADMIN & CAPACITY BUILDING-PMDC	Manmohan Singh	V.P.Singh	NA	Rahul Sharma	Surbhi Budhiraja	
3	837180546925	Rahul Sharma	ASSISTANT MANAGER	IT BRANCH-PMDC	V.P.Singh	NA	NA	Rahul Sharma	Office Administrator	

[Delete workflow](#)

The “Role_Admin” user can delete the workflow by clicking cross red icon on right corner of screen & can add new workflow for the user.

Step 5: Update Approving Authorities


Case 1: Update Approving Authorities (For Individual) : It refers to the process where Admin can replace or update a particular approving authority for an individual.

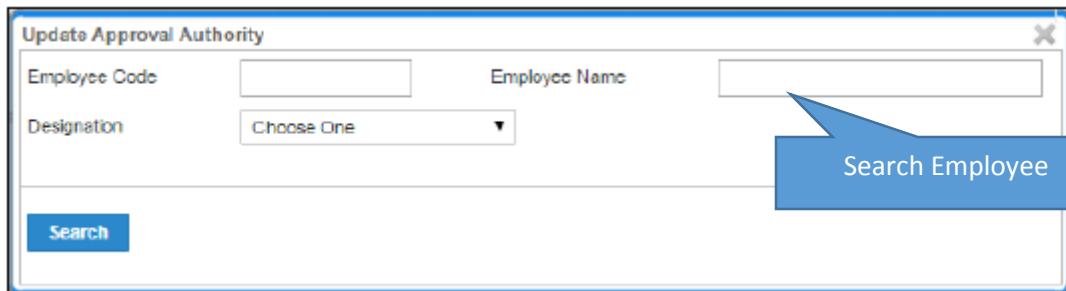
LMS >

Administration

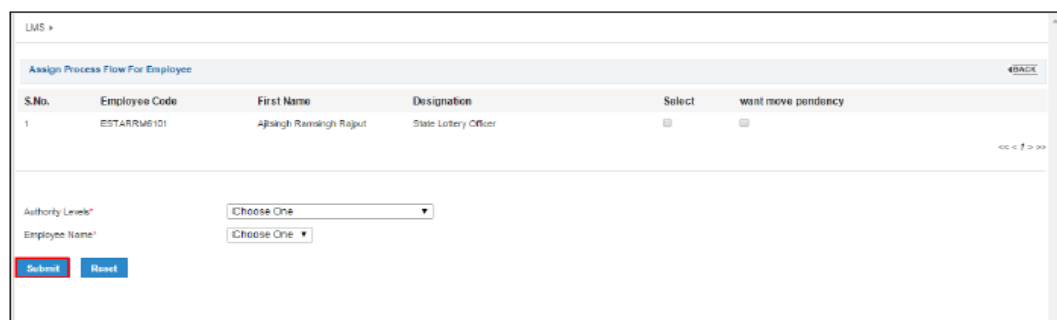
- Update Leave Balance
- Leave Update for Complete Organization
- Apply Manual Leave Application
- Submit Manual Joining Report
- View Employee Leave History
- Report By Admin
- Update Approval Authority (Individual)**
- Update Approval Authority (For All)
- Generate Memorandum
- Joining Report
- Combined List of Employees
- Exceptional Leave Applications
- Exceptional Pending Leave Applications For Approval
- Apply for LTC encashment
- LTC report
- File Module Link
- Extend/Curtail Report
- View Login History
- Configure Number Of Leave

[Click on Update Authority \(Individual\)](#)

Search an employee and click **Search** () button



- Change the approval workflow of the existing user as shown in **Fig.eLeaveAdmin.36**:

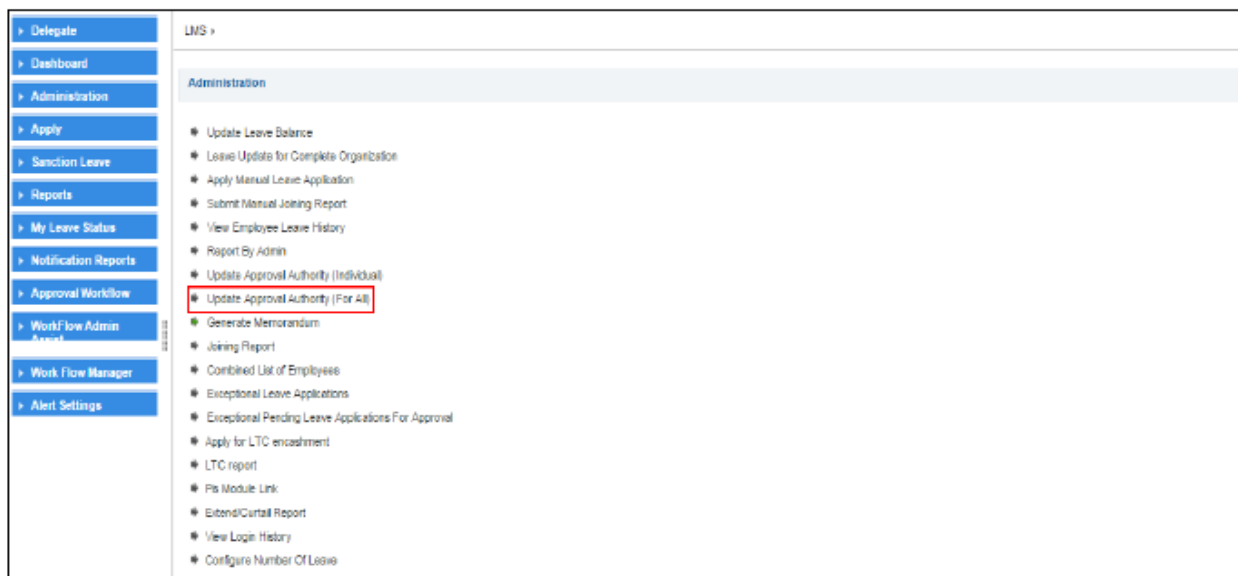


S.No.	Employee Code	First Name	Designation	Select	want move pendency
1	ESTARRM5101	Aj Singh Ramesh Rajut	State Lottery Officer	<input type="checkbox"/>	<input type="checkbox"/>

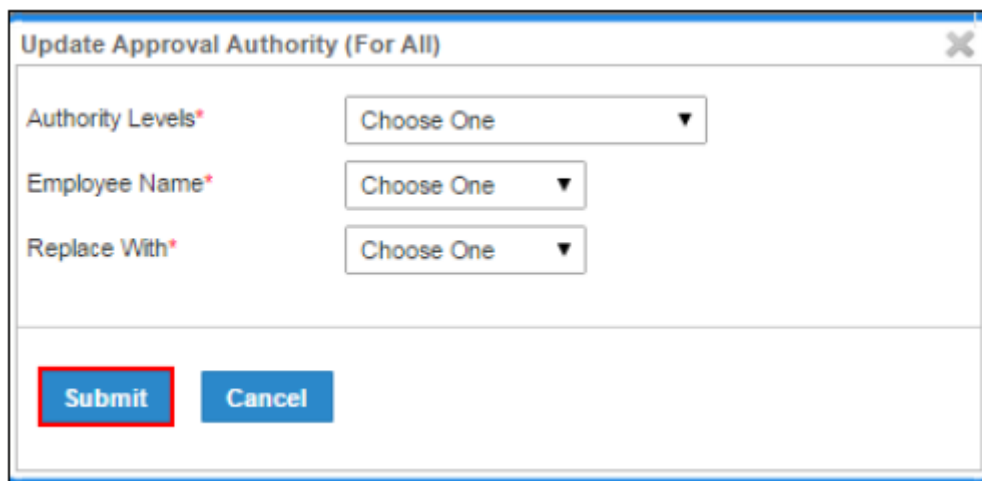
Fig.eLeaveAdmin.36

Note:
This procedure is applicable for those users whose workflow is already defined.

Case 2: Update Approving Authorities (For All): It refers to the process where Admin can replace or update a particular approving authority for all the employees in an Organization at once



Admin will select the **Authority levels, Employee Name and Replace with** and click **Submit** button



Update Approval Authority (For All)

Authority Levels* Choose One ▼

Employee Name* Choose One ▼

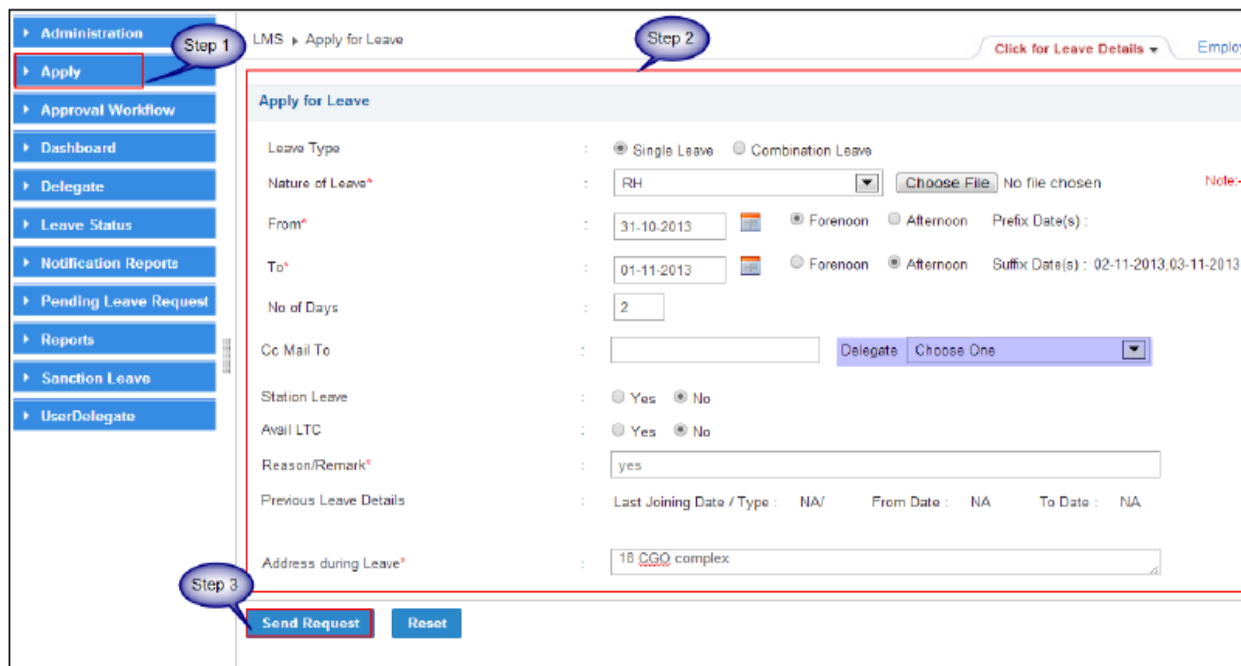
Replace With* Choose One ▼

Submit Cancel

After updating above all fields by admin_role_User, now employees can start eLeave application.

User Level

Now user can login to eLeave Module and apply for eleave. Goto Apply option where user can apply leave.



Step 1 Administration > **Apply**

Step 2 LMS > Apply for Leave

Apply for Leave

Leave Type : Single Leave Combination Leave

Nature of Leave* : RH No file chosen Note-

From* : 31-10-2013 Forenoon Afternoon Prefix Date(s) :

To* : 01-11-2013 Forenoon Afternoon Suffix Date(s) : 02-11-2013,03-11-2013

No of Days : 2

Co Mail To :

Station Leave : Yes No

Avail LTC : Yes No

Reason/Remark* : yes

Previous Leave Details : Last Joining Date / Type : NA/ From Date : NA To Date : NA

Address during Leave* : 18 CGO complex

Step 3

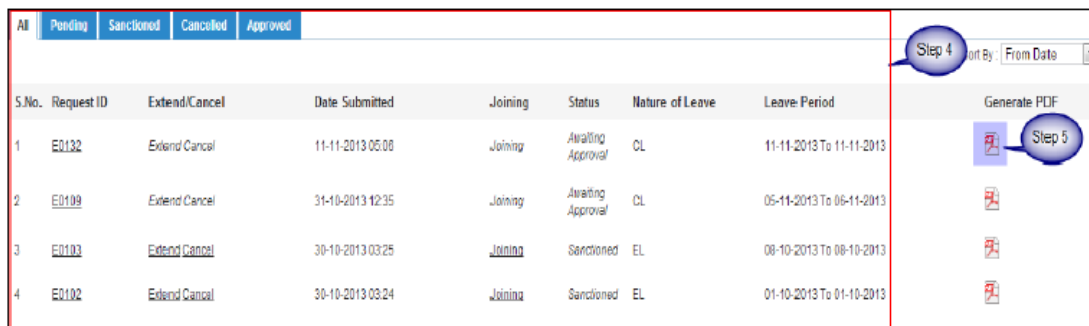
The steps to Apply Leave are as under:-

Step 1: Click on **Apply** link. As a result, **Apply for Leave** page appears

Step 2: Enter the data corresponding to the mentioned fields

Step 3: Click on **Send Request** button in order to send leave request to the reporting officer.

Step 4: As a result, Leave Status page appears which shows records of all types of leaves



Step 4 All Pending Sanctioned Cancelled Approved

Sort By: From Date

S.No.	Request ID	Extend/Cancel	Date Submitted	Joining	Status	Nature of Leave	Leave Period
1	EQ132	Extend/Cancel	11-11-2013 05:00	Joining	Awaiting Approval	CL	11-11-2013 To 11-11-2013
2	EQ109	Extend/Cancel	31-10-2013 12:35	Joining	Awaiting Approval	CL	05-11-2013 To 06-11-2013
3	EQ103	Extend/Cancel	30-10-2013 03:25	Joining	Sanctioned	EL	08-10-2013 To 08-10-2013
4	EQ102	Extend/Cancel	30-10-2013 03:24	Joining	Sanctioned	EL	01-10-2013 To 01-10-2013

Step 5

[Click for Leave Details](#)

When user click on Leave Details [Click for Leave Details](#) , following details will appears as shown below:

LMS > Apply for Leave

Please Click [Click for Leave Details](#) [Employee on Leave](#)

EMPLOYEE DETAILS		LEAVE BALANCE DETAILS		UPCOMING PUBLIC HOLIDAYS	
Designation	: Section Officer	Department(s)/Section	: General	(Credited Upto 30-06-2013)	
Location	: DEITY	CL	8	Maharishi valmiki's Birthday	06-12-2013
House Rent	: As Per Rule.	RH	2	test4	06-12-2013
Basic Pay	: ₹0	EL	275	Christmas Eve	25-12-2013
Reporting Officer	: Kusum Bhagat	HPL	305		

- Employee Details:** This specifies an employee personal detail who has logged. The detail includes Designation, Department name where that employee is working, basic pay, his reporting officer etc.
- Leave Balance Details:** This specifies an employee Leave Balance Details who has logged in.
- Upcoming Public Holidays:** This specifies upcoming holidays (Gazetted Holidays)/(Restricted Holidays).

[Dashboard](#)

Employee can check the leave status from Dashboard [Dashboard](#) , whether it is approved or not.

Dashboard

[:\] Leave Status](#)

S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No. of Days	Organization Unit	Status	Officer Name
No Record Found											

In this way employee can apply for leave, check the status of applied leaves, reports of leave history etc.