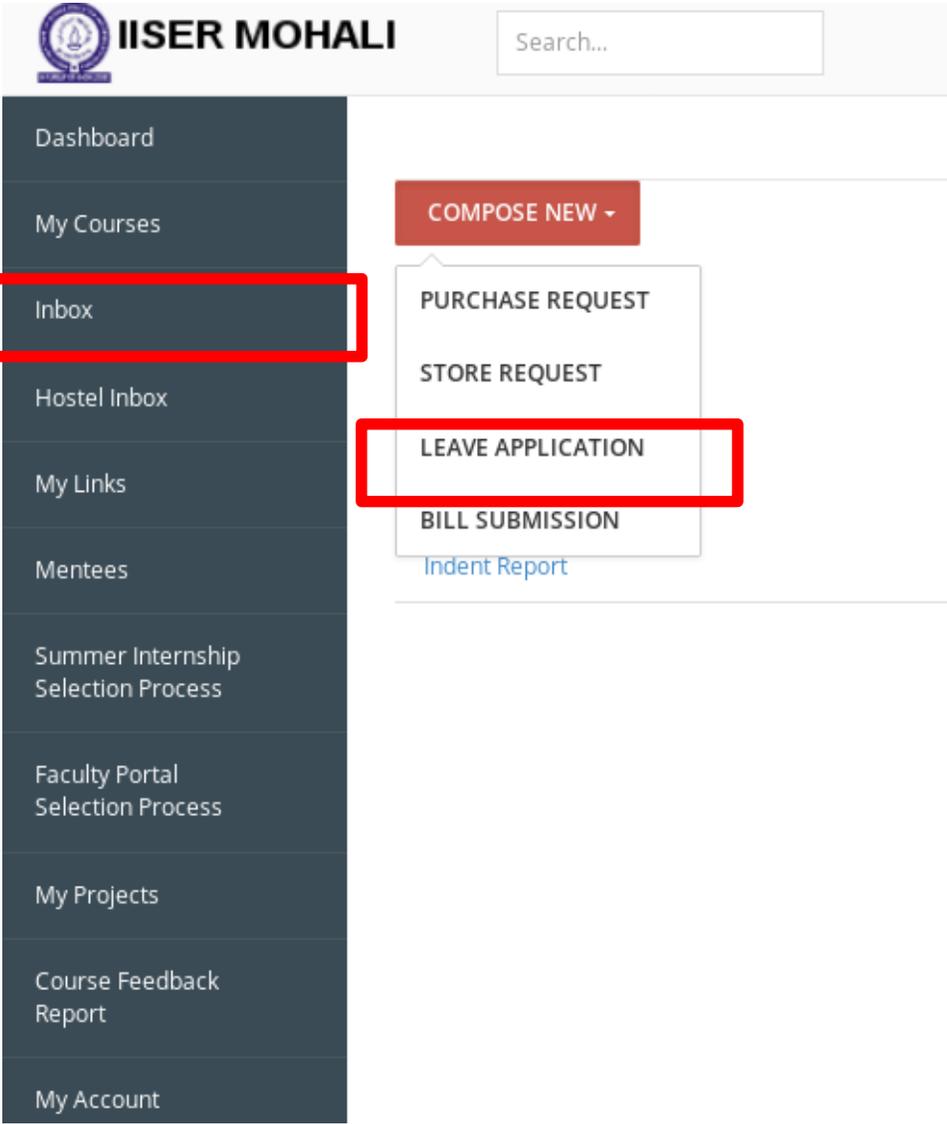


# ERP AUTOMATION - HELP FILE FOR FACULTY HOW TO APPLY LEAVE ONLINE

1. Login to ERP and select “Faculty-Campus” role if you have more than one role in ERP.
2. Click **Inbox** – **Compose New** and select **Leave Application**.



The screenshot displays the IISER Mohali ERP system interface. At the top left is the IISER Mohali logo and name. To the right is a search bar labeled "Search...". Below the header is a dark blue navigation menu with the following items: Dashboard, My Courses, **Inbox** (highlighted with a red box), Hostel Inbox, My Links, Mentees, Summer Internship Selection Process, Faculty Portal Selection Process, My Projects, Course Feedback Report, and My Account. To the right of the navigation menu is a red button labeled "COMPOSE NEW" with a dropdown arrow. The dropdown menu is open, showing the following options: PURCHASE REQUEST, STORE REQUEST, **LEAVE APPLICATION** (highlighted with a red box), BILL SUBMISSION, and [Indent Report](#).

3. A new leave application opens up for you to fill all the required details. The leave application has all the leave types you are eligible with respective available balance leaves as entered by Dean Faculty Office

<input type="checkbox"/>	Vacation Leave	60	0	dd/mm/yyyy	Full Day	dd/mm/yyyy	Full Day
<input type="checkbox"/>	Special Casual Leave	15	0	dd/mm/yyyy	Full Day	dd/mm/yyyy	Full Day
<input type="checkbox"/>	Casual Leave	8	0	dd/mm/yyyy	Full Day	dd/mm/yyyy	Full Day

4. Select the leave type and enter the “from date” and “to date”. Fill in all the required details and click “Save” button at the bottom. Ensure that the “Next Employee” field displays your approving authority/HOD name. If not displayed, mail to Dean Faculty office.

5. You may view all your leave applications by selecting **Inbox - Sent Items**. The Sent Items will list down your leave application with the status - (Pending/Approved/Forwarded/Rejected/Cancelled).

Click on any item to view the complete details of your leave application.

The screenshot shows the IISER Mohali email interface. On the left is a navigation sidebar with options: Dashboard, My Courses, Inbox, Sent Items, Hostel Inbox, and Multiple. The main content area shows a list of emails under the 'Sent Items' folder. The first email is highlighted with a red box. It is from 'Dr. Vijaya Anand Ramasamy... (2)' with a status of 'Pending'. The subject is 'Leave Application [Dr.Vijaya Anand Ramasamy]' and the date is '12 Feb 2020-16 Feb 2020'. The time received is 'last Wednesday at 11:34 AM'. Below it, another email is shown with a status of 'Cancelled' and a date of '12 Feb 2020-16 Feb 2020', received 'last Tuesday at 5:17 PM'. A third email is shown with a status of 'Pending' and a date of '02 Jan 2020-03 Jan 2020', received '01/08/2020'.