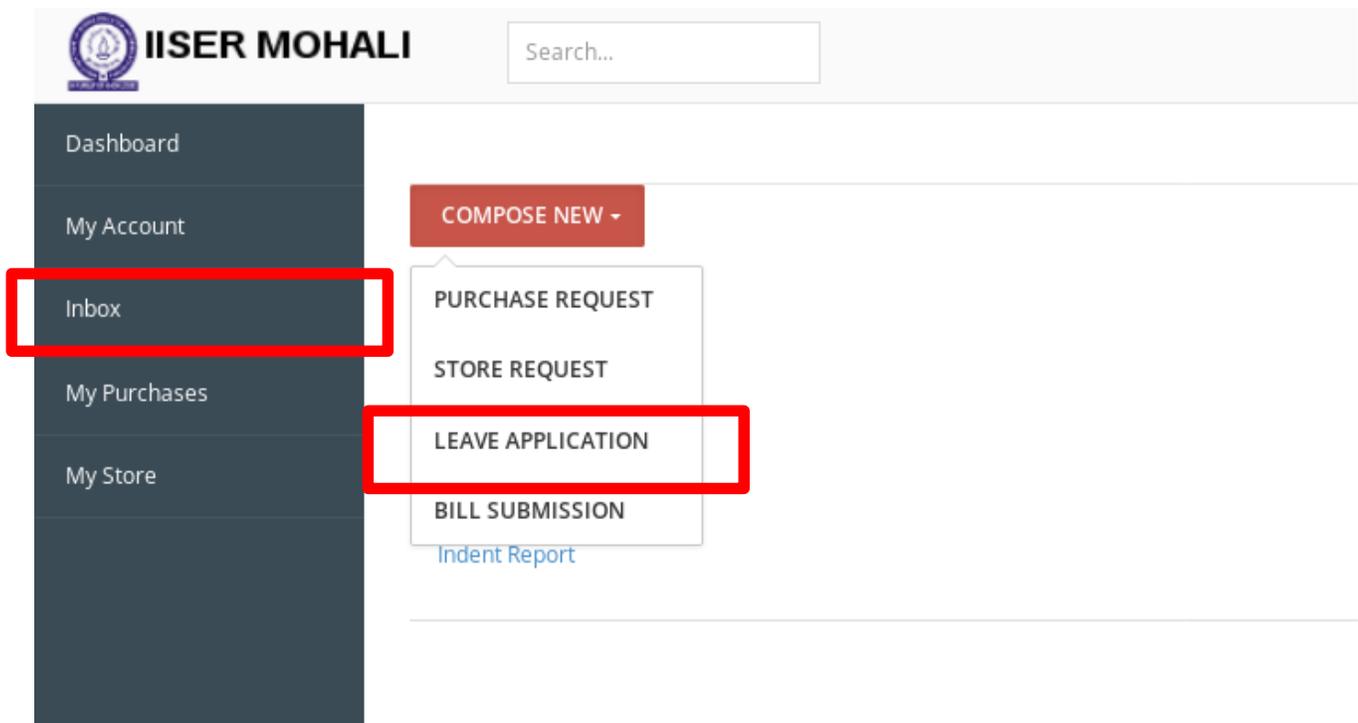


ERP AUTOMATION - HELP FILE FOR NON FACULTY HOW TO APPLY LEAVE ONLINE

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



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 Administrative section.

| | | | | | | | |
|-------------------------------------|----------------------|----|---|------------|----------|------------|----------|
| <input type="checkbox"/> | Half Pay Leave | 74 | 0 | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |
| <input type="checkbox"/> | Restricted Holiday | 1 | 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 checked="" type="checkbox"/> | Casual Leave | 8 | 0 | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |

4. Select the leave type by clicking the check box 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 Administrative section.

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. Once your leave application is approved, you will receive an auto email with subject “Leave Application approved”.

The screenshot displays the IISER Mohali web portal interface. On the left is a navigation menu with options like Dashboard, My Courses, Inbox, and Sent Items. The main content area shows an email inbox. The first email is highlighted with a red box. It is from 'Dr. Vijaya Anand Ramasamy... (2)', has a 'Pending' status, and is titled 'Leave Application [Dr.Vijaya Anand Ramasamy]'. The date range is '12 Feb 2020-16 Feb 2020' and it was received 'last Wednesday at 11:34 AM'. Below it, another email is shown with a 'Cancelled' status, and a third with a 'Pending' status.

6. Please note that the leave request cannot be canceled by the requester if it is approved by higher authority. The requester could cancel his/her leave request before it is approved in ERP. If you want to cancel your leave application after approval, please mail to the respective administrative section or module admin.