

# Leave Admin

## Overview

Leave Admin user can use Leave model for leave related activities.

### *Following activities are possible in the Leave Model:*

1. Creation of Master Data
2. Admin Transactions
3. Leave Reports

**Master Data:** Data that is required/pre-requisite to drive a functionality is known as “Master Data”.

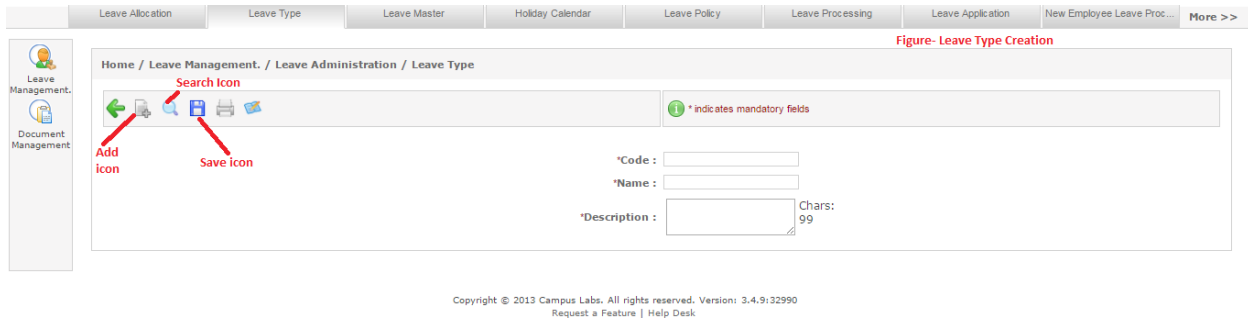
## Standard Steps:

User can follow standard steps to create/ Search any data in the model (E.g. Creation of Leave Type).

### *Steps for Creation:*

User can follow these steps to create new data (For e.g. Leave Type creation):

1. Login at Campuslabs ERP with your credentials.
2. Select “Leave Module-owner” role.
3. Click on “Leave Management” from left menu pane.
4. Click on “Leave Administration” option.
5. Click on “Leave Type” from top menu pane.
6. Click on “Add” icon, form for leave type creation will be opened.



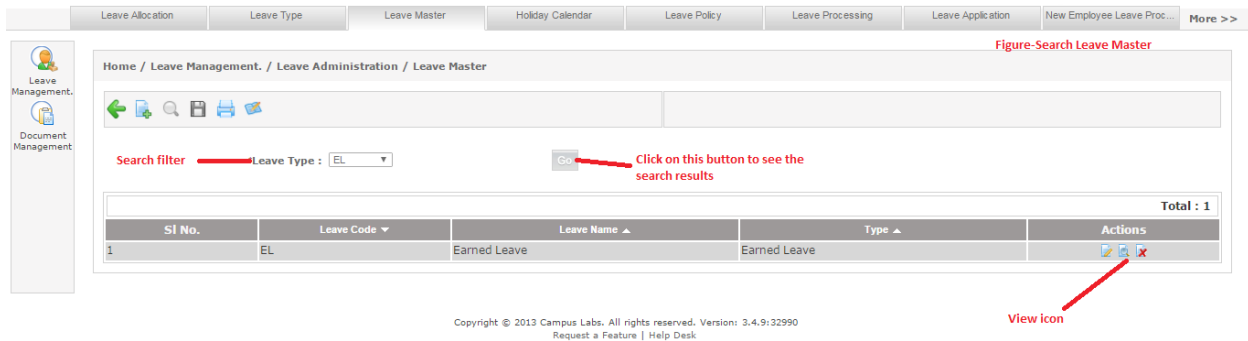
7. Enter values related to Leave type code, name and description.
8. Click on “Save” icon.

This will create new leave type.

### Steps for Searching:

User can follow these steps to Search existing data (For e.g. Search for Leave Master):

1. Click on “Leave Master” tab from top menu pane.
2. Enter/Select the value for Search filters.
3. Click on “Go” button to see the search results.



4. Click on “View” button to view the details of respective record.

These are the standard steps for searching data.

### Steps for Editing:

User can follow these steps to Edit existing data (For e.g. Search for Leave Master):

1. Click on “Leave masters” from top menu pane.
2. Search the record which you want to edit using standard searching steps.

The screenshot displays the 'Leave Master' section of a software application. At the top, there is a navigation menu with options like 'Leave Allocation', 'Leave Type', 'Leave Master', 'Holiday Calendar', 'Leave Policy', 'Leave Processing', 'Leave Application', and 'New Employee Leave Proc...'. Below the menu, there is a breadcrumb trail: 'Home / Leave Management. / Leave Administration / Leave Master'. A search bar is present with a dropdown menu for 'Leave Type' set to 'CL' and a 'Go' button. A table with one record is shown, with columns for 'Sl No.', 'Leave Code', 'Leave Name', 'Type', and 'Actions'. The record has 'Sl No.' 1, 'Leave Code' CL, and 'Leave Name' 'Casual Leave'. The 'Actions' column contains three icons: a pencil (labeled 'Edit icon'), a magnifying glass (labeled 'View icon'), and a trash can (labeled 'Delete icon'). A 'Save icon' (floppy disk) is also visible in the top toolbar. The footer contains copyright information: 'Copyright © 2013 Campus Labs. All rights reserved. Version: 3.4.9:32990 Request a Feature | Help Desk'.

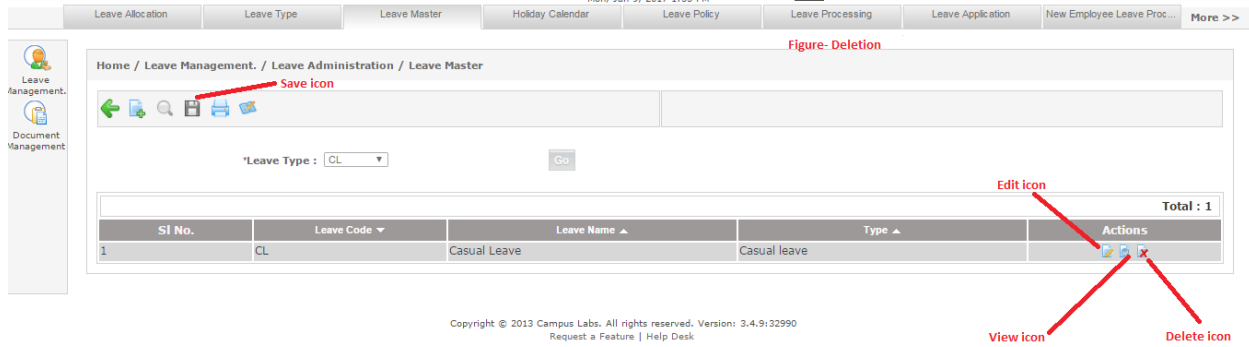
3. Click on “Edit” icon associated with the record, form with existing details should be opened.
4. Change/edit the values as per requirements.
5. Click on “Save” icon.

Changes to the respective record will be saved.

### Steps for Deletion:

User can follow these steps to Delete existing data (For e.g. Search for Leave Master):

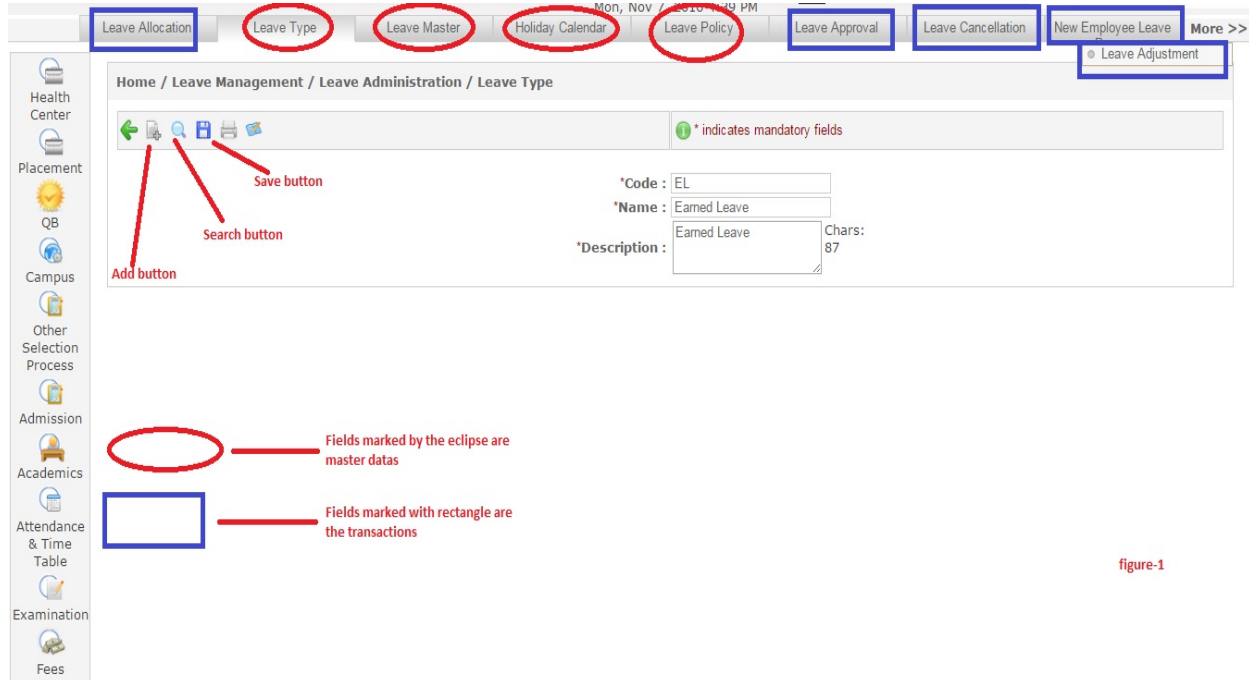
1. Click on “Leave masters” from top menu pane.
2. Search the record which you want to delete using standard search steps.
3. Click on “Delete” icon associated to the record.



The related record will be deleted.

### Creation of Master Data:-

Master data related to leave module are shown in following figure (Figure-1):



## Leave Type

Admin user can create, search, edit and delete leave types using standard steps.

## Leave Master

Admin user can create, search, edit and delete leave master using standard steps.

## Holiday Calendar

Admin user can create, search, edit and delete holidays/events using standard steps.

## Leave Policy creation

All the rules that are applicable for taking leaves are entered under this head. The rules differ from employee type and staff type. Admin user can follow these steps for creation of Leave Policy:

1. Click on “Leave Policy” tab from top menu pane.
2. Click on “Add” icon, the form for policy creation will be opened.

The screenshot shows a web application interface for creating a leave policy. The breadcrumb navigation is "Home / Leave Management. / Leave Administration / Leave Policy". The page title is "Figure- Leave Policy Creation(1)". A sidebar on the left contains "Leave Management" and "Document Management" icons. The main form area includes a toolbar with navigation icons and a note: "i \* indicates mandatory fields".

The form fields are as follows:

- \*Leave policy for: A Year (dropdown)
- \*Start Date: 01/01/2017 (text input)
- \*End Date: 31/12/2017 (text input)
- \*Name: Earned Leave (text input)
- \*Leave Master: Earned Leave (dropdown)
- \*Employee Type: Permanent (dropdown menu open, showing Contract, Probationary, Trainee)
- \*Staff Type: Non Faculty (dropdown menu open, showing Research Associates, Faculty)
- \*Applicable To: Both (dropdown)

The "Leave Policy Rules" section contains:

- \*No of Leaves: 30 (text input)
- \*No of splits: 1 (dropdown)
- \*Leave Credited At: Start (dropdown)
- \*Max Days at a Stretch: 0 (text input)
- Restricted Count for Maximum Days: 0 (text input)
- Min Service Required: 0 year (text input)
- % Reduced if On Suspension: 0 (text input)
- \*Is Commuted: NO (dropdown)
- Restrict No Of Times To: (text input) (For a Year) && (text input) (For Entire Service)

The bottom section is labeled "Combinable Leave Types".

Figure- Leave Policy Form(2)

Combinable Leave Types	
<input checked="" type="checkbox"/>	Earned Leave
<input type="checkbox"/>	Half Pay Leave
<input type="checkbox"/>	Restricted Holiday
<input type="checkbox"/>	Maternity Leave
<input type="checkbox"/>	Casual Leave
<input type="checkbox"/>	Paternity Leave
<input type="checkbox"/>	Vacation Leave
<input type="checkbox"/>	Special Casual Leave
<input checked="" type="checkbox"/>	Station Leave

If the Leave is Encashable

\*Max. % of Accumulated Leaves That Can be Encashed at a Stretch : 0      \*Min. No. of Leaves Required For Encashment : 0 % = 0

\*Min. Service Required for Encashment : 0 year      \*Min. Period(In Months) Required Between Encashments : 0

If Full Salary is Not Applicable while on Leave, Enter The Applicable Salary Formula

Formula
BP
GP
DA
DEARNESS PAY
TA
HRA
DEAN ALLOWANCE
WARDEN ALLOWANCE
CCA
MEDICAL ALLOWANCE
SHATNAGAR AWARD
DEPUTATION ALLOWANCE
INT RELIEF
OTHR ALLOWANCE

Days Upto      Expression

Figure- Leave Policy Form(3)

\*Max. % of Accumulated Leaves That Can be Encashed at a Stretch : 0      \*Min. No. of Leaves Required For Encashment : 0 % = 0

\*Min. Service Required for Encashment : 0 year      \*Min. Period(In Months) Required Between Encashments : 0

If Full Salary is Not Applicable while on Leave, Enter The Applicable Salary Formula

Formula
BP
GP
DA
DEARNESS PAY
TA
HRA
DEAN ALLOWANCE
WARDEN ALLOWANCE
CCA
MEDICAL ALLOWANCE
SHATNAGAR AWARD
DEPUTATION ALLOWANCE
INT RELIEF
OTHR ALLOWANCE
ARREAR
SPK
ANNUAL ALLOWANCE
PG ALLOWANCE
DA
+
-
*
/
%
( )
N
LastPayDrawn
back

Days Upto      Expression

If the Leave is CarryForwardable

All Balance Leaves Carry Forwarded     Set Maximum Leaves Carry Forwarded    \*    Max Leave Accumulation Limit : 300

Cancel    Save

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3. Enter the details like leave policy name, leave policy is for period from start date, end date, policy is for which employee type and staff type, how many leave of this type will be provided to employee under the duration, how many leaves an employee can take in one stretch/go, which types of leaves are combinable with this type of leave master, if the leaves are carry forwardable from which way it will be forwardable, the limit for leave forward etc.
4. Click on "Save" button.

Note: Once the policy has been created it cannot be edited during the start date and end date.

This will create the leave policy for selected leave master, for selected period with the defined rules.

## Admin Transactions:-

Leave module transactions can be defined as follows:

### Leave Allocation

Admin can allocate leaves to the Employees with the help of these steps:

1. Click on “Leave Allocation” tab from top menu pane.
2. Search the records using standard search steps (Figure-2).

Start Date	End Date	Leave Type	Staff Type	Employee Type	Actions
01/01/2016	31/12/2016	Earned Leave	Faculty	Contract	[Icons]
01/01/2016	31/12/2016	Half Pay Leave	Faculty	Contract	[Icons] Allocate Leaves
01/01/2016	31/12/2016	Restricted Holiday	Faculty	Contract	[Icons]
01/01/2016	31/12/2016	Special Casual Leave	Faculty	Contract	[Icons]
01/01/2016	31/12/2016	Vacation Leave	Faculty	Contract	[Icons]
01/01/2016	31/12/2016	Casual Leave	Faculty	Contract	[Icons]

3. Click on “Allocate Leaves”.

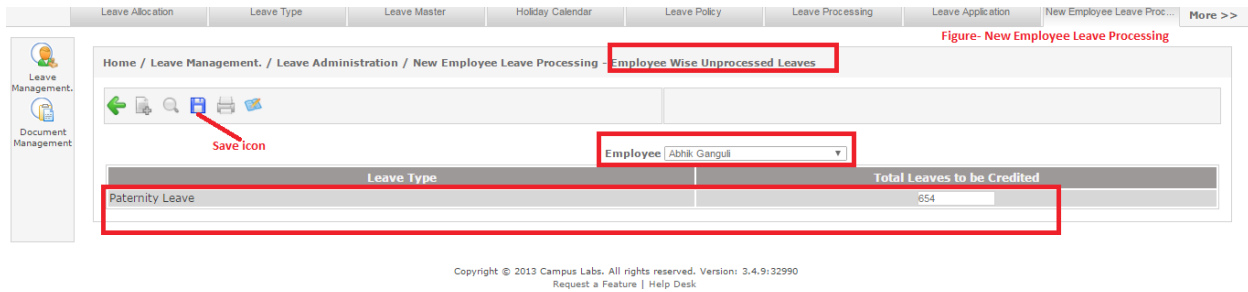
Leaves will be allocated to all employees of selected employee type and staff type.

### New Employee Leave Processing

Admin can allocate leaves to the new Employees by these steps:

1. Click on “New Employee Leave Processing” tab from top menu pane.
2. Select the employee from the dropdown.

3. All the unprocessed leaves of the selected employee will be displayed.



4. Enter the value.

5. Click on “Save” icon.

This will process the unprocessed leaves of particular employee.

### Leave Adjustment

Admin can adjust the leaves of employees with the functionality provided under “Leave Adjustment” tab. Admin can follow these steps for leave adjustment:

1. Click on “Leave Adjustment” tab from top menu pane.
2. Search employee. Enter two characters of employee name, the list of matching employees will be displayed. Select employee from the list.
3. Click on “Go” button.
4. All the processed leaves will be displayed for editing.



Leave Allocation | Leave Type | Leave Master | Holiday Calendar | Leave Policy | Leave Processing | Leave Application | New Employee Leave Proc... | More >>

Home / Leave Management. / Leave Administration / Leave Adjustment

Figure-Leave Adjustment

\* Employee: [119 Dr. Rachna Chaba]  *Click on this button to see the search results*

Designation: Asst. Prof.      Date of Join: 25/01/2012  
Staff Type: Faculty      Employee Type: Permanent

Hints... -> [ BL = Balance Leaves ] [ CF = Carry Forwarded Leaves ] [ OP = Opening Leaves ]  
Eligible Leaves [EL]= Applicable Leaves [AL] + CF + OP

**Employee Leave Record**

[1] Maternity Leave :      opening leave [OP] [0]       *Click on this button to update the employee leave record*

Month	Eligible Leaves[EL]	Leaves Taken[LT]	Balance Leaves[BL]	Remarks
01/01/2015...	180	2	180	
<b>Total Balance Leaves [ BL (180) - LT (2) ] : [ 178 ]</b>				

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5. Select the Leave record which you want to adjust with the associated checkbox.
6. Update the values like eligible leaves, leaves taken, balance leaves etc.
7. Click on “Update” button.

The record is updated.

## Leave Reports:-

Leave reports can be viewed using standard search steps.

1. **Employee Leave Record Card:-** This report shows the details related to the leaves for particular period for all the employees.
2. **Leave Status:-** This report contains the status of all leave requests made by any particular employee.
3. **Leave Status Chart:-** This report contains the data and balance of leaves for all the employees, which contains the details like how many EL leaves were allocated to that particular employee?, How many leaves from them the employee had taken and how many are left in his/her leave balance.
4. **Employee Leave Chart:-** This report shows the details of leaves for particular employee for selected time period. You can download the PDF report regarding this data.

Employee Leave Record C... Leave Status Leave Status Chart Employee Leave Chart

Home / Leave Management / Leave Reports / Employee Leave Record Card

\*Employee : --Select Employee--

Code : 213 Department : Chemistry Designation : Asst. Prof. Dt. Of Joining : 29/10/2014

Date	Type Of Leave Applied For	No.Of Days Leave Required	Leave Required From	Leave Required To	Reason For Leave	Address While On Leave	Initial Of Applicant	Dis
11/11/2015	-	1.0	11/11/2015	-				
12/11/2015	-	1.0	12/11/2015	-				
13/11/2015	-	1.0	13/11/2015	-				
16/11/2015	-	1.0	16/11/2015	-				
17/11/2015	-	1.0	17/11/2015	-				
18/11/2015	-	1.0	18/11/2015	-				
19/11/2015	-	1.0	19/11/2015	-				
20/11/2015	-	1.0	20/11/2015	-				
23/11/2015	-	1.0	23/11/2015	-				
24/11/2015	-	1.0	24/11/2015	-				
25/11/2015	-	1.0	25/11/2015	-				
26/11/2015	-	1.0	26/11/2015	-				
27/11/2015	-	1.0	27/11/2015	-				
30/11/2015	-	1.0	30/11/2015	-				
01/12/2015	-	1.0	01/12/2015	-				
02/12/2015	-	1.0	02/12/2015	-				
03/12/2015	-	1.0	03/12/2015	-				
04/12/2015	-	1.0	04/12/2015	-				
07/12/2015	-	1.0	07/12/2015	-				
08/12/2015	-	1.0	08/12/2015	-				
09/12/2015	-	1.0	09/12/2015	-				

Different Leaves related reports for Admin user

figure-3

All these functionalities are provided at Admin portal, which an Admin can use according to his/ her requirements.