

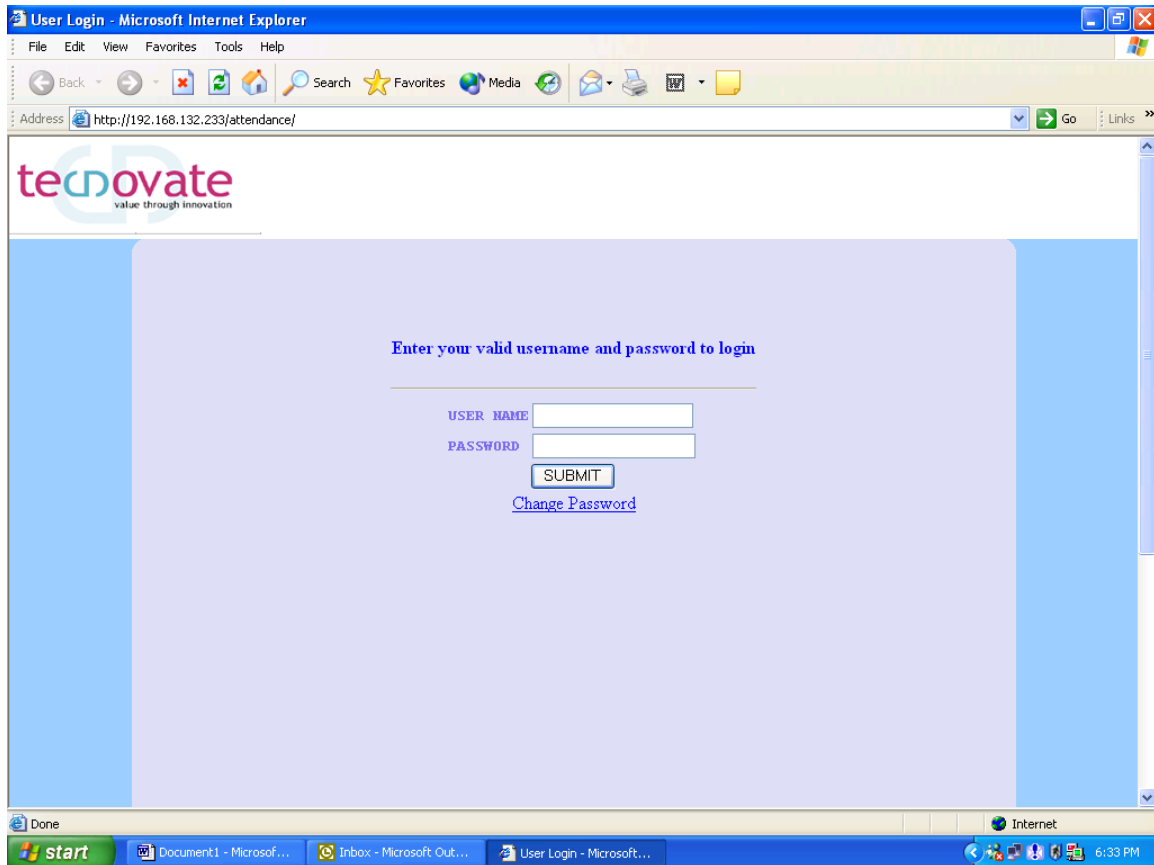
Online Leave Management

1)How to get started?

Open Internet Explorer and on the address bar please type or click on the below link.

[Http://IP ADDRESS OF THE SERVER /attendance/](http://IP ADDRESS OF THE SERVER /attendance/)

Clicking of the above link will open a window as shown below.



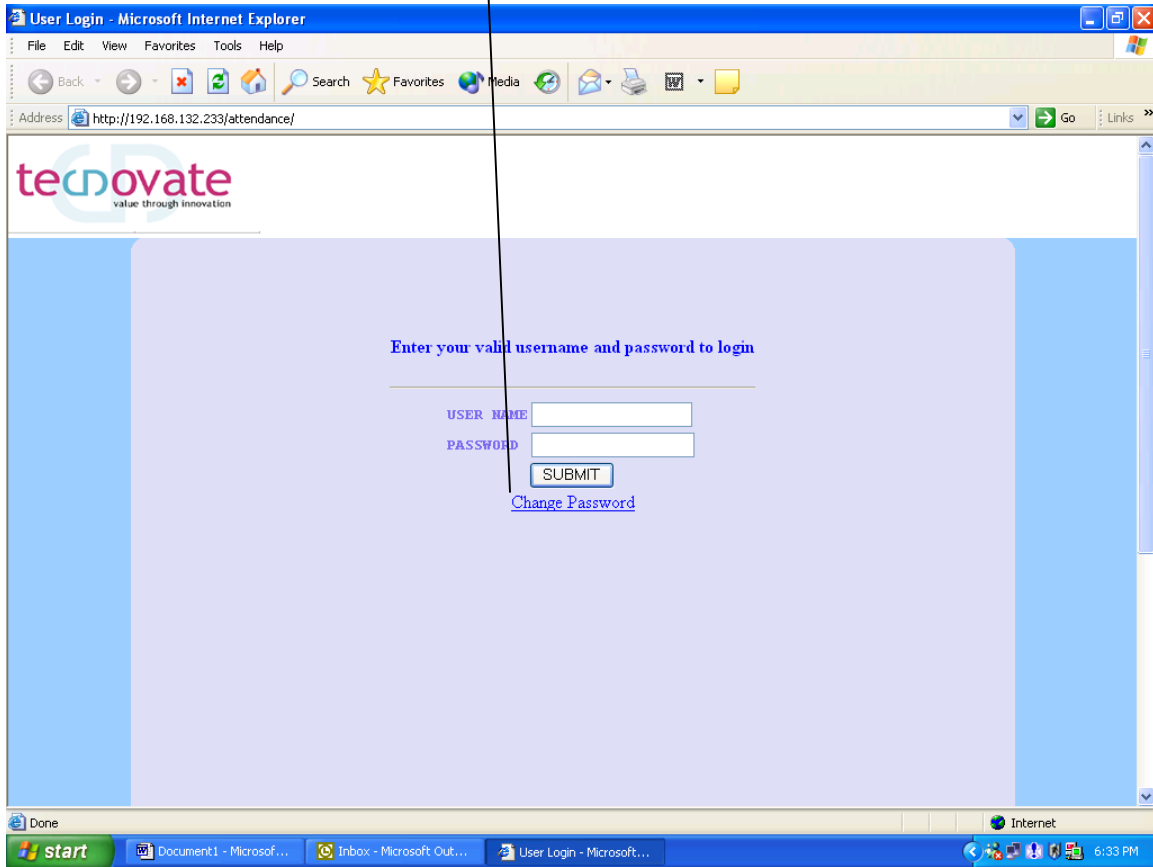
In the USER NAME text box type your five digit Emp ID.
type 09999

In the PASSWORD text box type the password sent to you by mail.

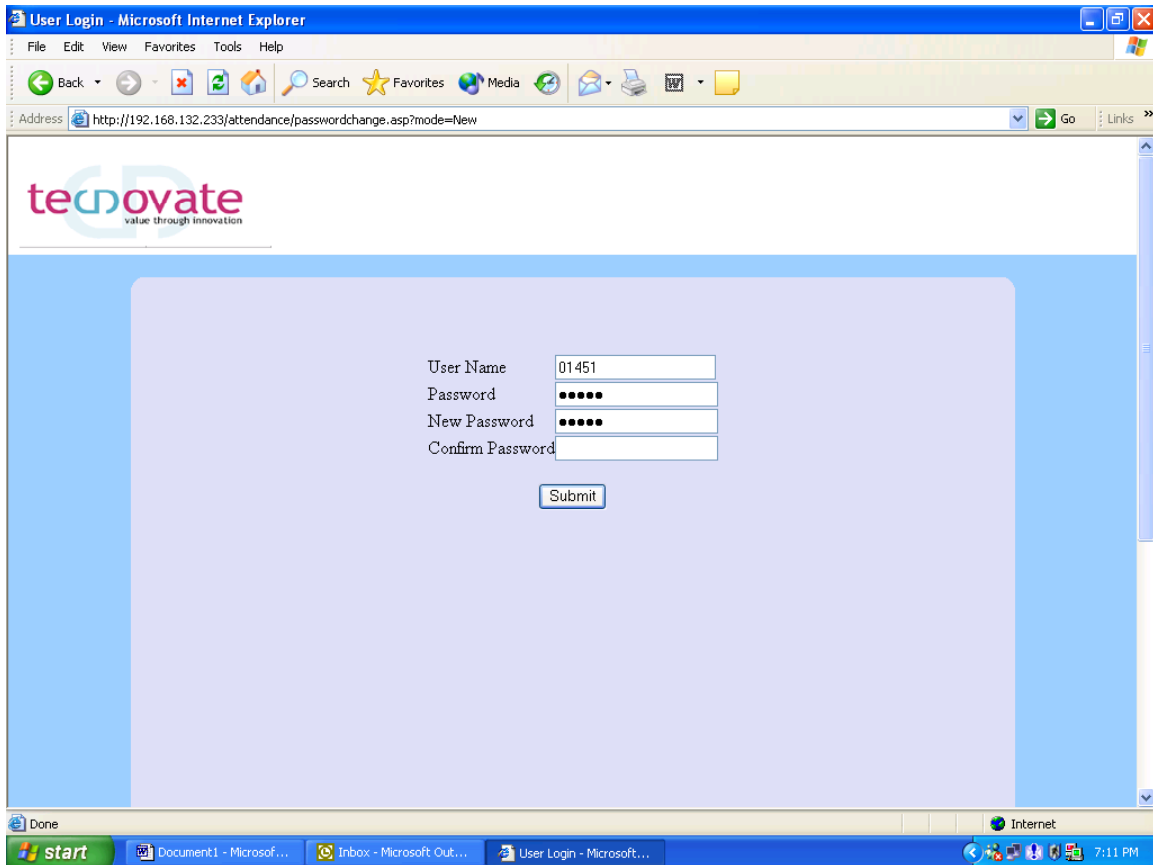
Note: Please keep your Password Secure and do not circulate it to avoid Misuse. You are also requested to change your initial password to the password of your choice.

HOW TO CHANGE YOUR PASSWORD.

Click on the Change Password Link



On Clicking the Screen will change to as shown below



As Indicated above

In The USER NAME Field enter the 5 Digit Employee ID.

PASSWORD Field enter the present Password.

NEW PASSWORD enter your New Password (Max Password Size 8 Digits)

CONFIRM PASSWORD retype the New password.

After filling all the above fields Press SUBMIT.

This will change your password

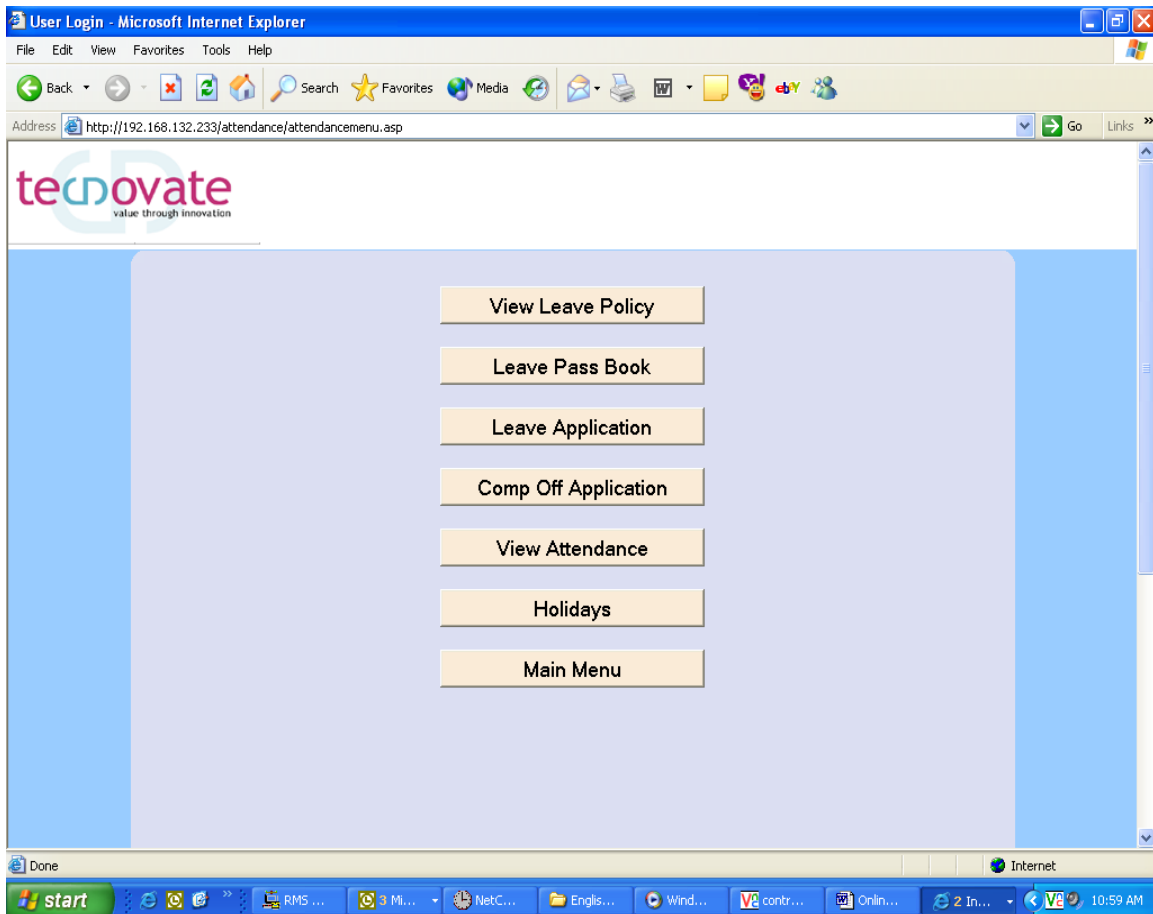
Note: Keep the following points in mind while changing the PASSWORD

- 1) Caps Lock
- 2) Alpha Numeric
- 3) Be attentive while changing your password
- 4) Never Share your PASSWORD

Once you have changed your password, login through your new password.
This will display the Main menu Screen as seen below.

- 1) View Leave Policy
- 2) Leave pass Book
- 3) Leave Application
- 4) Comp Off Application
- 5) View Attendance
- 6) Holidays
- 7) Main Menu

This can be seen in the figure below



The various applications seen above will allow you to apply for leave, have a check on your leave available, Leave policy, apply for comp off, check your attendance, Holidays.

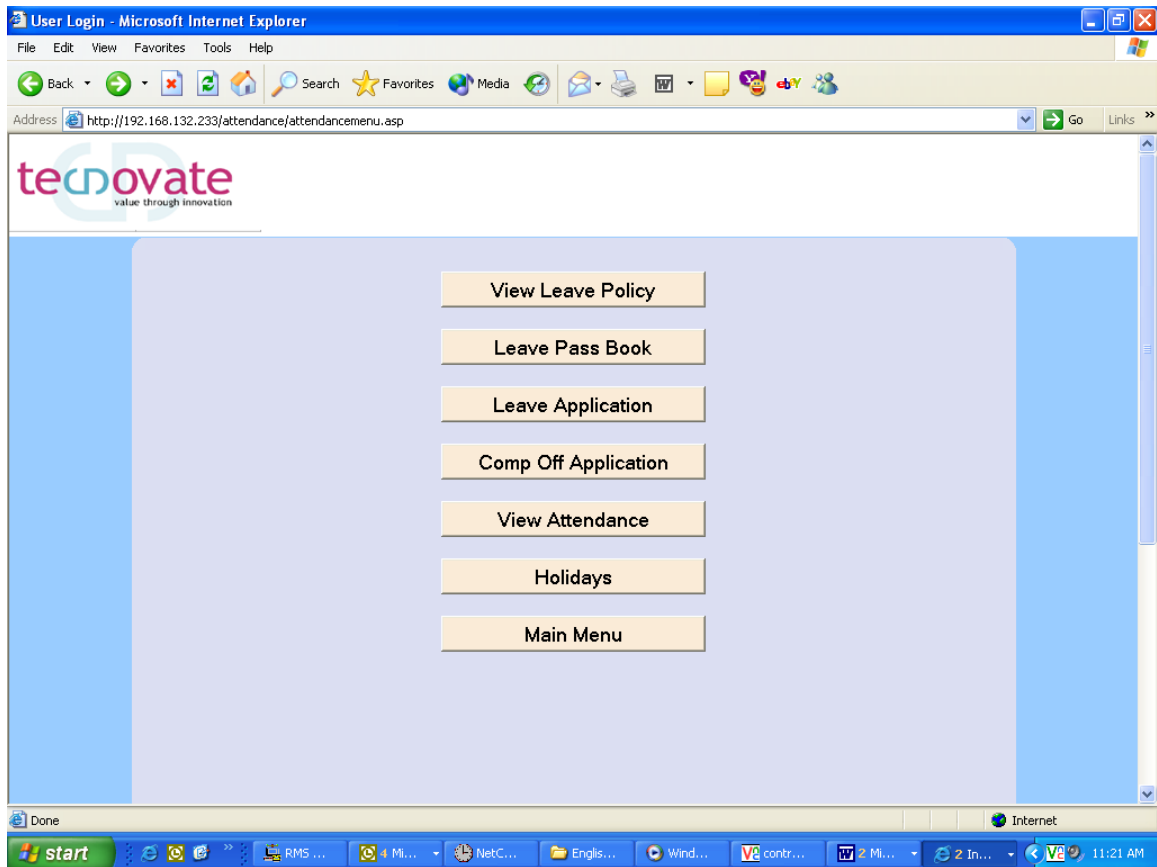
The various applications can be explained as follows

1) View Leave Policy

This option lets you view the leave policy laid down by the Company . Various types of leaves like Sick Leaves(SL), Earned Leaves(EL), Casual Leaves(CL)etc can be viewed and the various policies for leave can be studied in detail under this heading.

For viewing Leave Policy through this heading one should have Acrobat installed.





2) Leave Pass Book

The second heading which is the Leave Pass Book lets you view your balance leaves till date. This is a type of pass book for your leaves to keep you in track with your leave balance.

The various leaves are included under this Pass Book like CL, EL, SL, Comp Off's, Maternity Leaves. On Tour Balance and On Duty are also included in this Pass book.

Leave pass Book lets us know the Leaves granted, Aailed Leaves and the Balance leaves, this helps us to keep a record of our leaves.

On clicking the Leave Pass Book option the following window appears

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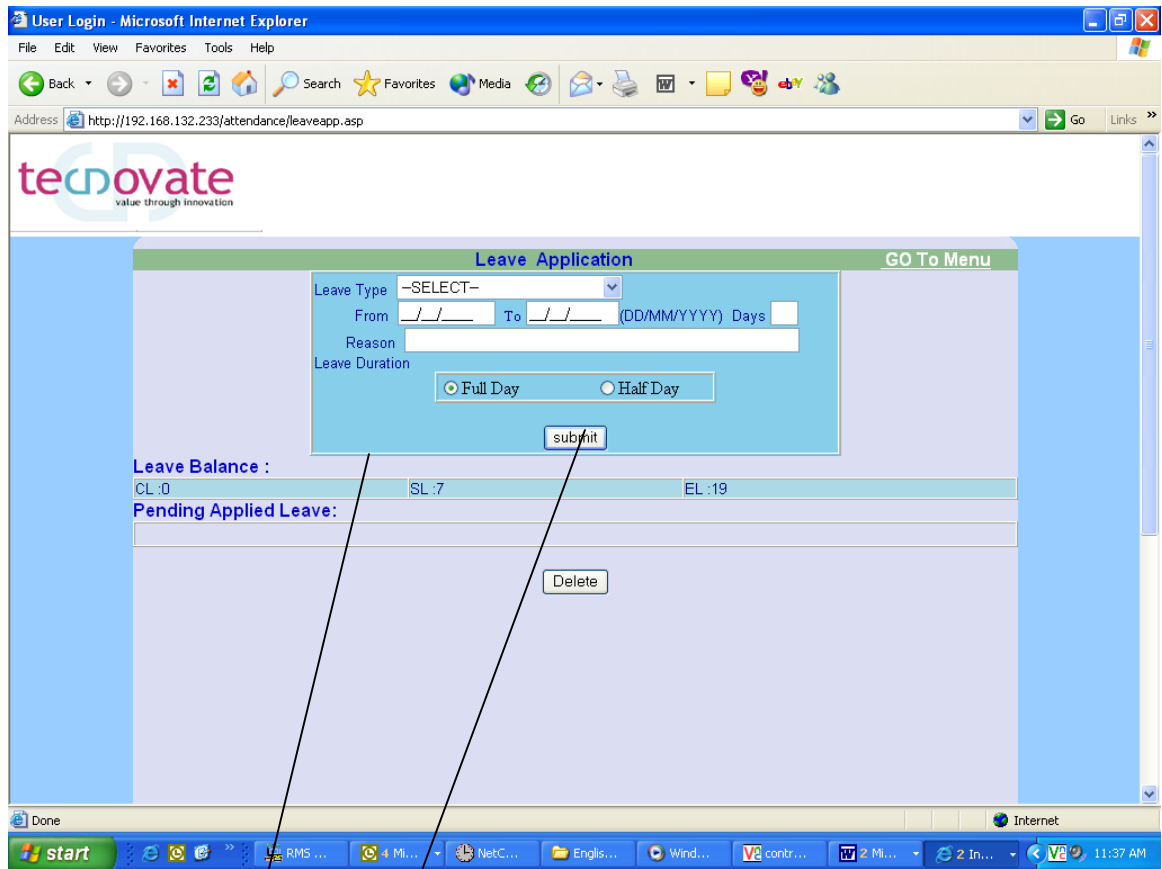
GO To Menu

Leave Type	Leave Granted	Availed Leave	Current Balance
CASUAL LEAVE	0	0	0
ON TOUR	0	0	0
EARNED LEAVE	19	0	19
ON DUTY	0	0	0
SICK LEAVE	7	0	7
MATERNITY LEAVE	0	0	0
COMPENSATORY OFF	0	0	0

Please NOTE: Leaves will reflect in the Pass Book only after the Leave application has been approved by the sanctioning Authority.

3) Leave Application

Leave Application option helps us in applying for a particular leave for desired period of days. One can apply for any kind of leave through this option.



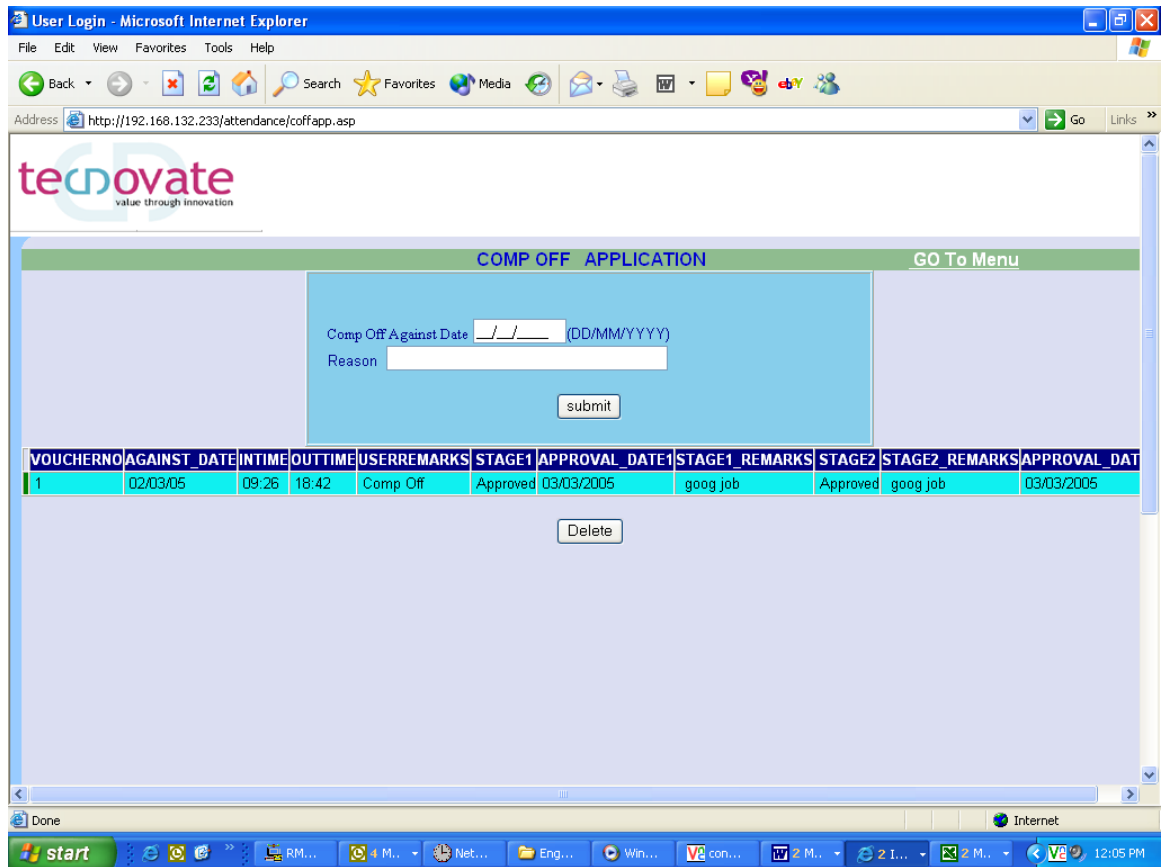
Steps for applying for a leave are follows-:

- A) Select a particular leave that you want to apply from the Select drop down box.
- B) Type in the date from which leave is being applied for and to a particular date.
- C) Type in the reason for the leave in the reason text box.
- D) Select full day option if leave is for a full day or select half day option if its for half day.
- E) Click submit button after filling in the required details.

4) Comp Off Application

Comp Off application is used to apply for a Comp Off's for a particular date. An employee can only apply for a comp off if that particular person has worked for atleast 6 Hours and his status is present on that day which was his off and the total no. of days worked/present should be more than 5. (Present includes only the days an individual has worked, CL, EL and SL will not be considered in those 5 days).

On clicking the Comp Off Application the below window appears.



Steps required to apply for a Comp Off are:-

- Fill in the date for which Comp off has to be applied in the MM/DD/YYYY format.
- Fill in the reason for which one was present on Offs day.
- Click the submit button after filling the required details.

Once a Comp Off is applied, a mail for approval of the same goes to the Initiating Officer

5) View Attendance

This option helps us view our attendance record on day to day basis. If an employee wants to check his attendance record for the month of February, he would have to select March from the drop down box as shown below and click on View button.



The record which would be appear on clicking the View button would be from 21st Feburary to 20th March. Reason for the same is that the report forwarded to the HR for Salary computation is from 21st of previous month to 20th of the current month. Therefore this has been incorporated in the attendance software.

The following information is also available on the same screen.

Total Attendance :	Days Absent :	CL:0	Proposed
Approved Leave :	Late Arrivals :	SL:4	Working Hours:
Weekly Off :	Holiday Value :	EL:9	Hours Worked :

6) Holidays

This option provides us with the details of the Holidays (National Holidays) decided by the Company.

For National Holidays like 26th January, 15th February, 2nd October and Occassions such as Diwali and Holi, one is entitled for 2 Comp Offs each.

This option gives us a list of the Holidays for the Current Year as seen below-



The screenshot shows a Microsoft Internet Explorer browser window displaying a web page titled "User Login - Microsoft Internet Explorer". The address bar shows the URL "http://192.168.132.233/attendance/holidays.asp". The page features the "tecnovate" logo with the tagline "value through innovation". A table lists the following holidays for the year 2005:

Holiday	Day	Date
Idul Zuha	Friday	21/01/2005
Republic Day	Wednesday	26/01/2005
Good Friday	Friday	25/03/2005
Holi	Saturday	26/03/2005
Mahavir Jayanti	Friday	22/04/2005
Independance Day	Monday	15/08/2005
Raksha Bandhan	Friday	19/08/2005
Janamashtmi	Friday	26/08/2005
Gandhi Jayanti	Sunday	02/10/2005
Dussehra	Wednesday	12/10/2005
Diwali	Tuesday	01/11/2005
Idul Fitr	Friday	04/11/2005
Gururanak Birthday	Tuesday	15/11/2005
Christmas Day	Sunday	25/12/2005