

Leave Management System

User Guide

About LMS:

Leave management System (LMS) basically works in related leave functionality like fill application form, cancellation of leave, view leave details etc...

Web based Leave Application have main ten modules as given below:

1. Leave module
2. Leave request.
3. Manual Request module
4. Manual Leave Status
 - Manual approval
 - View approval
 - Rejected Manual
 - Leave with draw
6. Leave Reports
 - Leave Records

Introduction

This project is aimed at developing a leave management system that is of importance to any organization. The Leave Management System (LMS) is an application that can be accessed by all the employees of the organization. This system can be used to automate the workflow of leave applications and their approvals. The periodic crediting of leave is also automated. There are features like cancellation of leave, report generators etc.

Existing Scenario

In most of the organizations, each employee has been provided with the leave card at the time of appointment. Leave card shows the leaves credited to the employee's account. Each time employee wants to go on leave, he will have to mention the details on the card, get it approved from the superior and submit it to the HR person for updating in the company records. At the end of the year the leave balance is updated. However this paper based process is very time consuming and also causes discrepancies in the records.

Proposed Solution

Due to the inconvenience in managing the data using leave cards, it is required to have a computer based system where an employee can login and apply for the leave. He can even see the records of the previous leaves taken as well check the balance leaves.

Functional Requirements

There will be registered people in the system. Some will be approvers.

An approver can also be a requestor. In an organization, the hierarchy will be Admin/Managers/Employees. You can add more positions in the hierarchy.

1. A person should be able to login to the system through the first page of the application

- i. Can request for change the password after logging into the system.
- ii. See his/her eligibility details (like how many days of leave he/she is eligible for etc.).
- iii. Query the leave balance.
- iv. See his/her leave history since the time he/she joined the company.
- v. Apply for leave, specifying the from and to dates, reason for taking leave, address for communication while on leave.
- vi. See his/her current leave applications and the leave applications that are submitted to him/her for approval or cancellation approve/reject the leave applications that are submitted to him/her.

- vii. Withdraw his/her leave application (which has not been approved yet).
- viii. Cancel his/her leave (which has been already approved). This will need to be approved by his/her Superior.
- ix. Get help about the leave system on how to use the different features of the system.

2. As soon as a leave application /cancellation request /withdrawal /approval /rejection /password-change is made by the person, a message is saved in the messages (area provided to each member) for his superior giving details about the action.

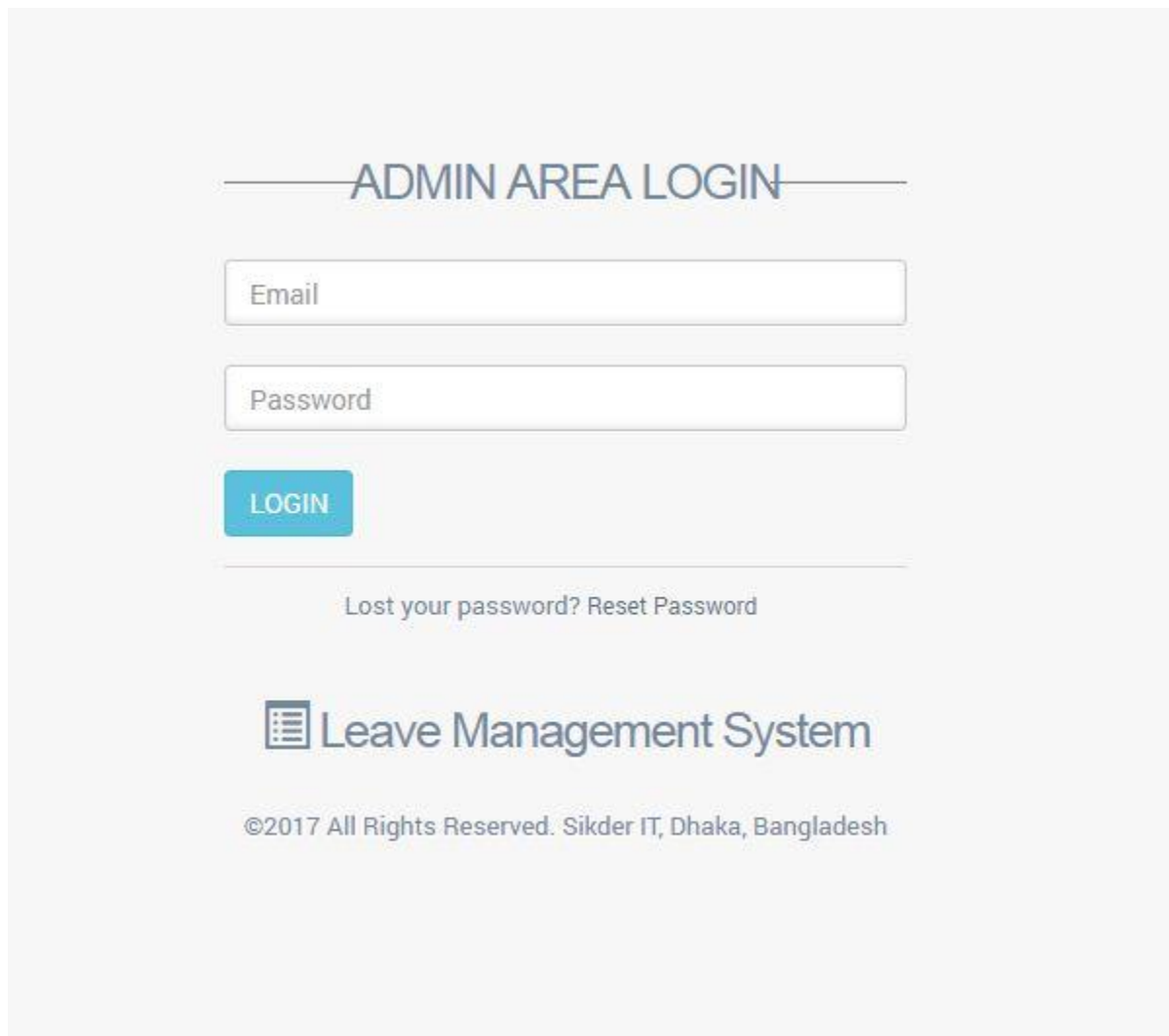
3. The number of days of leave (as per the assumed leave policy) should be automatically credited to everybody.

4. A summary report of the leave details of his/her sub-ordinates should be sent to every manager periodically.

5. A calendar giving the public holidays of the organization should be available on the system.

Login Panel:-

Enter correct username and password then login and perform specific tasks. The application automatic check who is login as Admin / Manager/ Employee etc.



The image shows a login panel for an Admin Area. It features a title "ADMIN AREA LOGIN" centered at the top. Below the title are two input fields: "Email" and "Password". A blue "LOGIN" button is positioned below the password field. A link "Lost your password? Reset Password" is located below the button. At the bottom, there is a logo for "Leave Management System" and a copyright notice: "©2017 All Rights Reserved. Sikder IT, Dhaka, Bangladesh".


ADMIN AREA LOGIN

Email

Password

LOGIN

[Lost your password? Reset Password](#)

 Leave Management System

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Main Window:-

After a user login a main window will appear which have contained multiple options based on user role.

1. Admin Role

i. Main Window:

In this window, an admin can see the summery of organizations leave status.

The screenshot displays the LMS (Leave Management System) main window for an Admin role. The interface includes a sidebar with navigation options, a top header with user information and search filters, and a main content area displaying summary statistics and an upcoming leave list.

Summary Statistics:

Total Employees	Total Dept Manager	Leave Request	Leave Pending	Leave Approved	Leave Running
3	3	3	5	2	0

UPCOMING LEAVE LIST

Official Leaves | Without Pay Leaves

Copy CSV Excel PDF Print Search:

#	Emp name	Designation	Leave Type	Leave Day Range	Total Leaves	Approved Manager
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Leave System Management Version-1.0.0 Developed By Sys Dev Ltd.

ii. Add Leave Category:

In this section Admin can add leave category from Right side menu -> Leave Setup -> Category Leave. Admin can also find and edit leave category from this window.

The screenshot shows the LMS ver.1.0.0 interface. The left sidebar contains the 'ADMINISTRATION' menu with options: Home, Department, Employees, Leave Setup, Leave System, Category Leave, Leave List, Employee Leave, Manager Leave, Leave & Event Calendar, Add Event Calendar, Cancel Leave, Access, and Employee Hierarchy. The main content area displays the 'ADD LEAVE CATEGORY' form with the following fields:

- Leave Name *
- Default Days in Year *
- Apply Before * (value: 5)
- Leave Year * (value: 2018)

Buttons for 'Cancel' and 'Save Leave category' are present. Below the form is a 'Leave List' table with columns: #, Leave Type, Default Days, Apply Before Days, Entry By, and Options.

#	Leave Type	Default Days	Apply Before Days	Entry By	Options
1.	Education	7 Days per year	5 Days before apply	A Z Sikder	<input checked="" type="checkbox"/>
2.	Maternity	20 Days per year	20 Days before apply	A Z Sikder	<input checked="" type="checkbox"/>
3.	Casual	25 Days per year	5 Days before apply	A Z Sikder	<input checked="" type="checkbox"/>
4.	Medical	20 Days per year	2 Days before apply	A Z Sikder	<input checked="" type="checkbox"/>

At the bottom right, it says 'Leave System Management Version-1.0.0 Developed By Sys Dev Ltd.'

iii. Add Department:

In this section Admin can add department from Right side menu -> Department -> Add Department.

The screenshot shows the LMS ver.1.0.0 interface. The left sidebar contains the 'ADMINISTRATION' menu with options: Home, Department, Add Department, Department List, Add Manager, Assign Dept Manager, and Dept Manager List. The main content area displays the 'ADD DEPARTMENTS' form with the following field:

- Department Name *

Buttons for 'Cancel' and 'Save Department' are present.

iv. Add Manager:

In this section Admin can add manager under an unassigned department from Right side menu -> Department -> Add Manager.

The screenshot shows the 'ADD NEW MANAGER' form in the LMS application. The form is located in the main content area, and the left sidebar contains the navigation menu. The form fields are as follows:

- Manager Name ***: Two input fields for 'First Name' and 'Last Name'.
- Department Name ***: A dropdown menu with 'Choose Department' selected.
- Designation ***: An empty text input field.
- Employee Picture ***: A file upload button labeled 'Choose File' and the text 'No file chosen'.
- Employee Code**: An empty text input field.
- Joining Date ***: A date input field with the format 'dd--yyyy'.

At the bottom of the form, there are two buttons: 'Cancel' (blue) and 'Save Manager' (green).

v. Assign Dept. Manager:

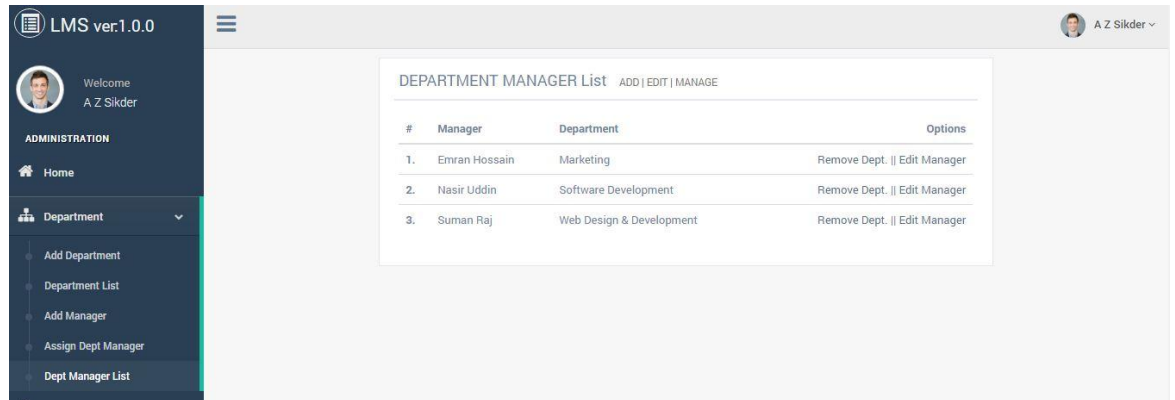
In this section Admin can assign manager under an unassigned department from Right side menu -> Department -> Assign Dept Manager.

The screenshot shows the 'ADD DEPARTMENT MANAGER' form in the LMS application. The form is located in the main content area, and the left sidebar contains the navigation menu. The form fields are as follows:

- Department Name ***: A dropdown menu with 'Choose Department' selected.
- Department Manager ***: A dropdown menu with 'Choose a Manager' selected.

At the bottom of the form, there are two buttons: 'Cancel' (blue) and 'Save Manager' (green).

A manager can be edit/remove from side menu -> Department -> Dept Manager List. A manger also can be assigned to multiple unassigned departments.



vi. Add Employee:

In this section Admin can add employee from Right side menu -> Employees -> Add Employee.

ADD EMPLOYEE

Employee Name * First Name Last Name

Department Name *

Dept. Manager *

Designation *

Employee Picture No file chosen

App Role *

Employee Code

Joining Date *

vii. Employee List:

In this section Admin can see employee and manager list from Right side menu -> Employees -> Employee List. Admin can view and edit employee/manager profile, Allow access to an employee/manager.

LMS ver.1.0.0

Welcome A Z Sikder

ADMINISTRATION

- Home
- Department
- Employees
 - Add Employee
 - Employee List
- Leave Setup
- Employee Leave
- Manager Leave 1
- Leave & Event Calendar
- Add Event Calendar

Employee List ADD | EDIT | MANAGE

Copy CSV Excel PDF Print

Search:

#	#	Employee Name	Designation	Department	Reporting Manager	Emp Code	Entry By	Options
1.		Faisal Hasan	Sr. Programmer	Web Design & Development	Suman Raj		A Z Sikder	
2.		Waliur Miraj	Sr. Programmer	Software Development	Nasir Uddin		A Z Sikder	
3.		Kaium Hasan	Sr. Programmer	Software Development	Nasir Uddin		A Z Sikder	

Showing 1 to 3 of 3 entries

Previous 1 Next

Manager List ADD | EDIT | MANAGE

#	#	Manager Name	Designation	Department	Reporting Manager	Emp Code	Entry By	Options
1.		Suman Raj	Sr. Programmer	Web Design & Development	ADMIN/HR		A Z Sikder	
2.		Nasir Uddin	Sr. Programmer	Software Development	ADMIN/HR		A Z Sikder	
3.		Emran Hossain	Sr. Marketing Executive	Marketing	ADMIN/HR		A Z Sikder	

To allow access to an employee/manager admin have to fill up the access information form navigated from employee/manager list. An access email and password need to grant access to the employee/manager.

LMS ver.1.0.0

Welcome A Z Sikder

ADMINISTRATION

- Home
- Department
- Employees
- Leave Setup
- Employee Leave
- Manager Leave 1
- Leave & Event Calendar
- Add Event Calendar
- Cancel Leave
- Employee Hierarchy

EMPLOYEE ACCESS ACTIVATION

Employee Name *

Designation *

App Role *

Access Email *

Access Password *

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viii. Employee Profile:

In this section Admin can see employee profile navigated from Right side menu -> Employees -> Employee List. Admin can view and edit employee profile. Admin also can know about employee leave activity and can set/edit employee leave status from Leave Status tab.

#	Leave Type	Default Leave per year	Avail Leave per year	Options
1.	Education	7 Days	click to set	
2.	Maternity	20 Days	0 Days	✎
3.	Casual	25 Days	20 Days	✎
4.	Medical	20 Days	20 Days	✎

Admin also can view a manager profile navigated from Right side menu -> Employees -> Manager List.

#	Leave Type	Default Leave per year	Avail Leave per year	Options
1.	Education	7 Days	click to set	
2.	Maternity	20 Days	click to set	
3.	Casual	25 Days	20 Days	✎
4.	Medical	20 Days	20 Days	✎

ix. Employee Leave Report:

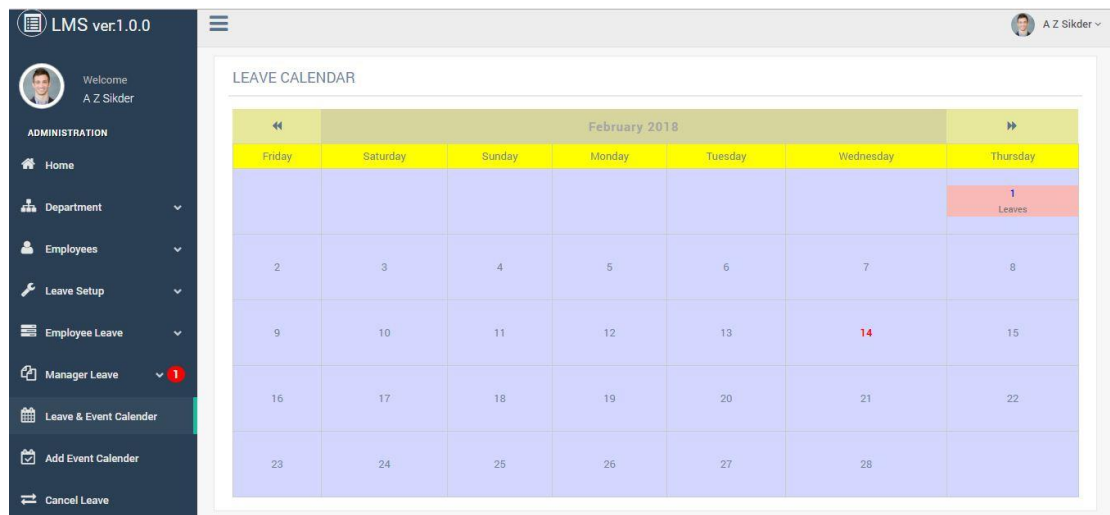
Admin can view several employee leave report navigated from Right side menu -> Employee Leave. The reports are employee leave request, leave pending, leave declined, leave active and leave today. Other Leave reports also can be generated as based on request and leave data.

x. Manager Leave Report:

Admin can view several manager leave report navigated from Right side menu -> Manager Leave. The reports are manager leave request, leave pending, leave declined, leave active and leave today. Other Leave reports also can be generated as based on request and leave data.

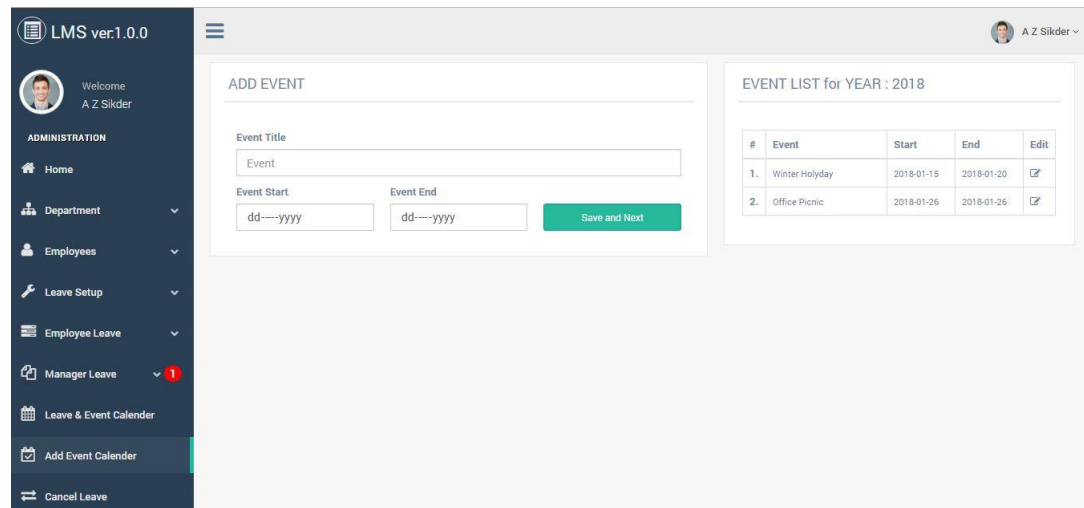
xi. Leave Calendar:

Admin can view leave day activities from leave calendar navigated from Right side menu -> Leave & Event Calendar.



xii. Add Event Calendar:

Admin can add event from this window by navigating to Right side menu -> Add Event Calendar.



xiii. Cancel Leave:

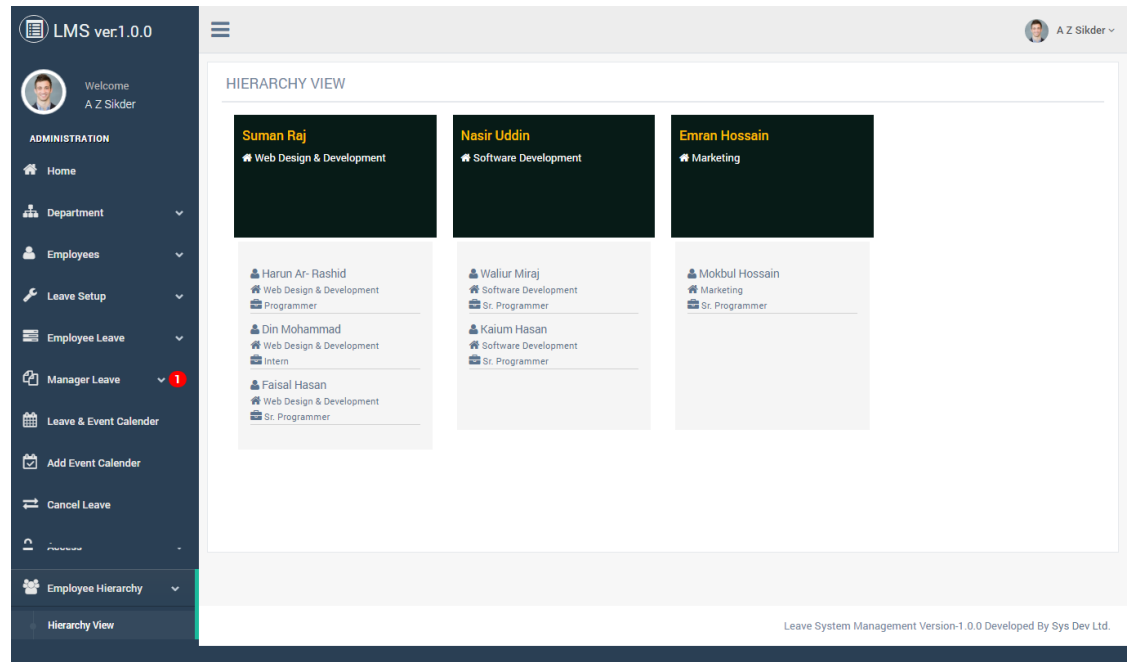
Admin can cancel manager/employee leave by navigating to Right side menu -> Cancel Leave.

xiv. Password Reset:

Admin reset requested manager/employee password from this window by navigating to Right side menu -> Access -> Password Reset Request.

xv. Employee Hierarchy:

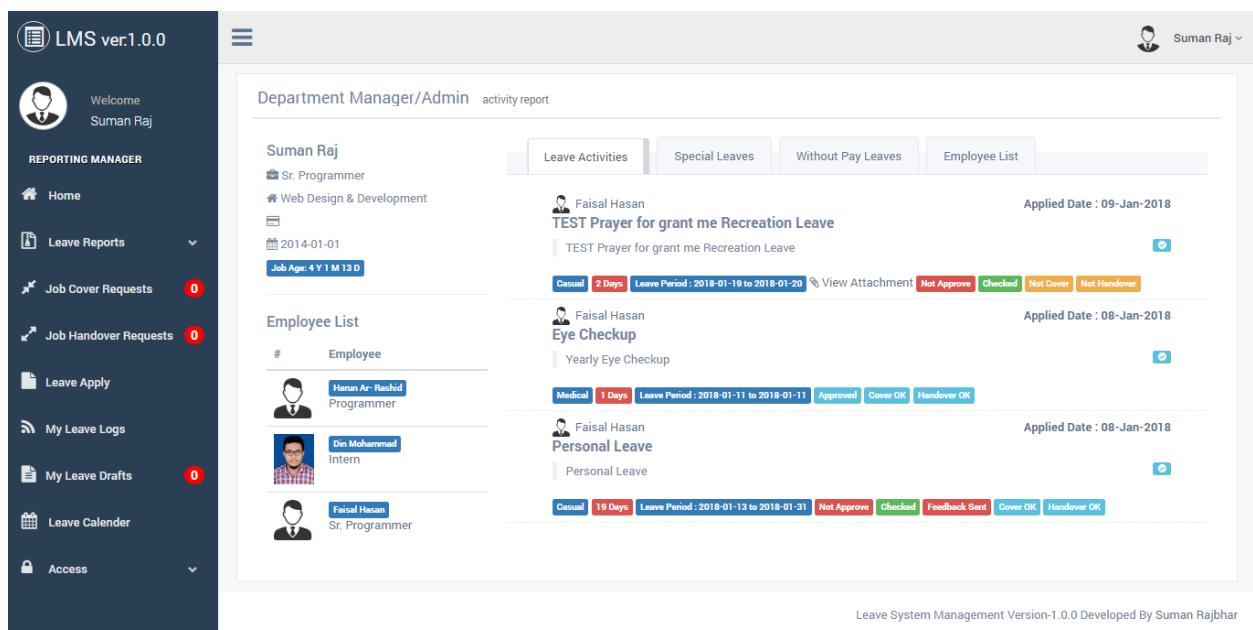
Admin can view employee hierarchy by navigating to Right side menu -> Employee Hierarchy -> Hierarchy View.



2. Manager Role

i. Main Window:

In this window, a manager can see the summary of employee leave status assigned under him.

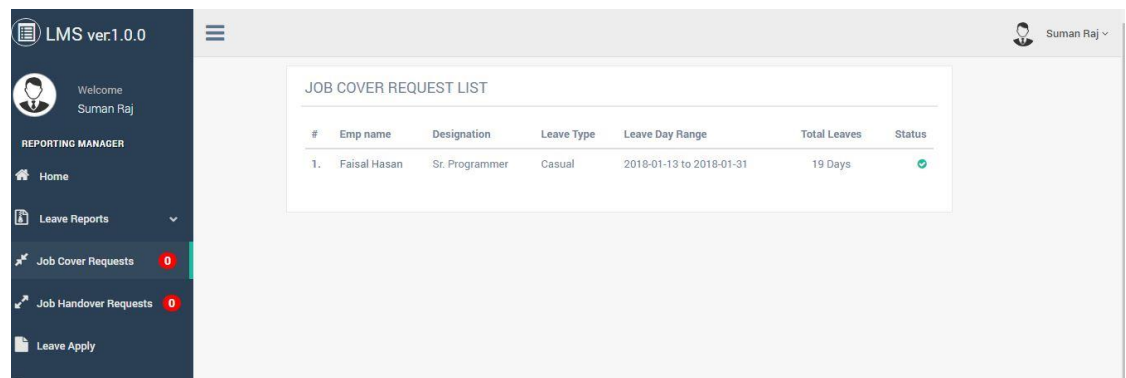


ii. Leave Reports:

Manager can view several employee leave report navigated from Right side menu -> Leave Reports. The reports are Active Leaves, Pending Leaves, Declined Leaves, Special Leaves, and Without Pay Leaves. Other Leave reports also can be generated as based on request and leave data.

iii. Job Cover Requests:

Manager can view job cover request sent to him/her by navigating to Right side menu -> Job Cover Requests. From this window manager can accept/decline Job Cover Requests.

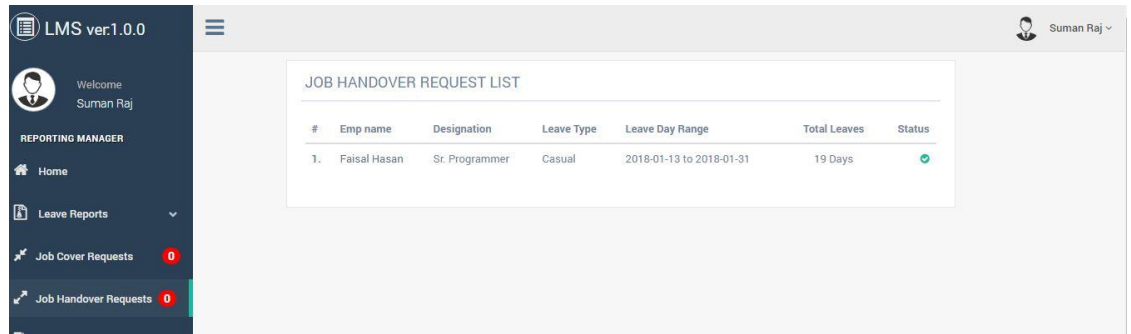


The screenshot displays the LMS Reporting Manager interface. The left sidebar shows the user profile (Suman Raj) and navigation options: Home, Leave Reports, Job Cover Requests (with a red notification badge '0'), Job Handover Requests (with a red notification badge '0'), and Leave Apply. The main content area is titled 'JOB COVER REQUEST LIST' and contains a table with the following data:

#	Emp name	Designation	Leave Type	Leave Day Range	Total Leaves	Status
1.	Faisal Hasan	Sr. Programmer	Casual	2018-01-13 to 2018-01-31	19 Days	✓

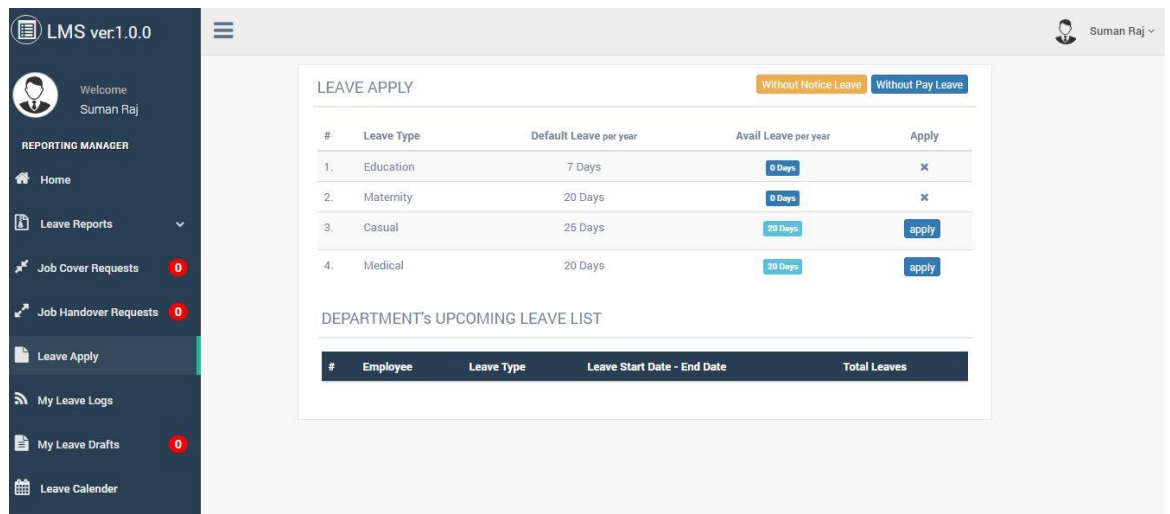
iv. Job Handover Requests:

Manager can view job handover request sent him/her to by navigating to Right side menu -> Job Handover Requests. From this window manager can accept/decline Job handover requests.



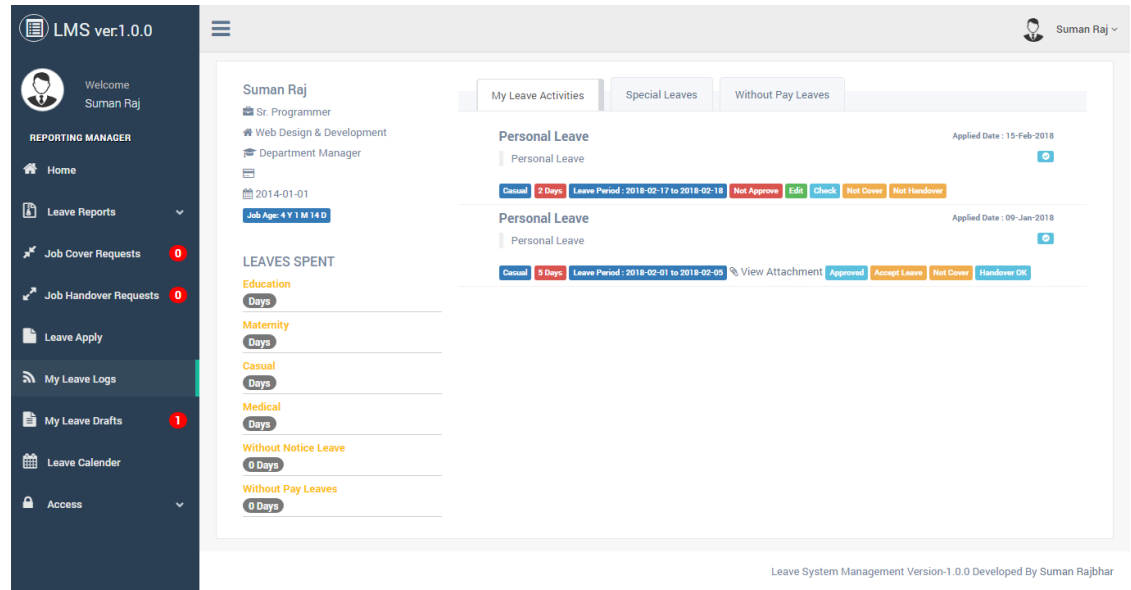
v. Leave Apply:

Manager can view available leaves and apply for leave by navigating to Right side menu -> Leave Apply.



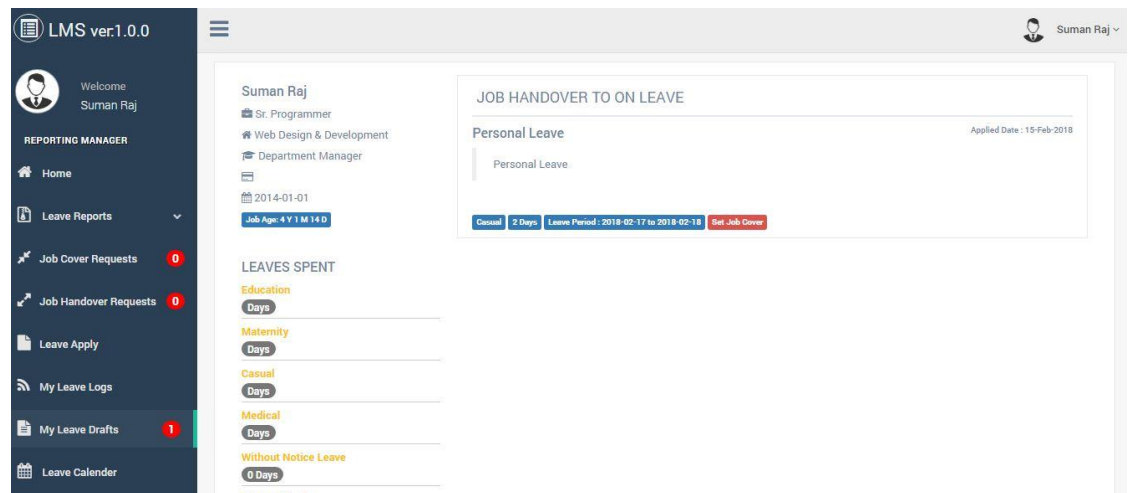
vi. Leave Log:

Manager can view his leave log history by navigating to Right side menu -> My Leave Logs.



vii. Leave Draft:

Manager can view his draft leave applications by navigating to Right side menu -> My Leave Drafts.



viii. Leave Calendar:

Manager can view events and active leaves by navigating to Right side menu -> Leave Calendar.

LMS ver.1.0.0

Welcome Suman Raj

REPORTING MANAGER

- Home
- Leave Reports
- Job Cover Requests 0
- Job Handover Requests 0
- Leave Apply
- My Leave Logs
- My Leave Drafts 1
- Leave Calendar
- Access

LEAVE CALENDAR

February 2018

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

ix. Change Password:

Manager can change password by navigating to Right side menu -> Access -> Change Password.

Welcome Suman Raj

REPORTING MANAGER

- Home
- Leave Reports
- Job Cover Requests 0
- Job Handover Requests 0
- Leave Apply
- My Leave Logs
- My Leave Drafts 1
- Leave Calendar
- Access
 - Change Password

PASSWORD CHANGE

Old Password *

New Password *

Confirm New Password *

Cancel Save Password

Leave System Management Version-1.0.0 Developed By Suman Rajbhar

3. Employee Role

i. Main Window:

In this window, an employee can see the summery leave status. From this window employee can also apply for available leaves.

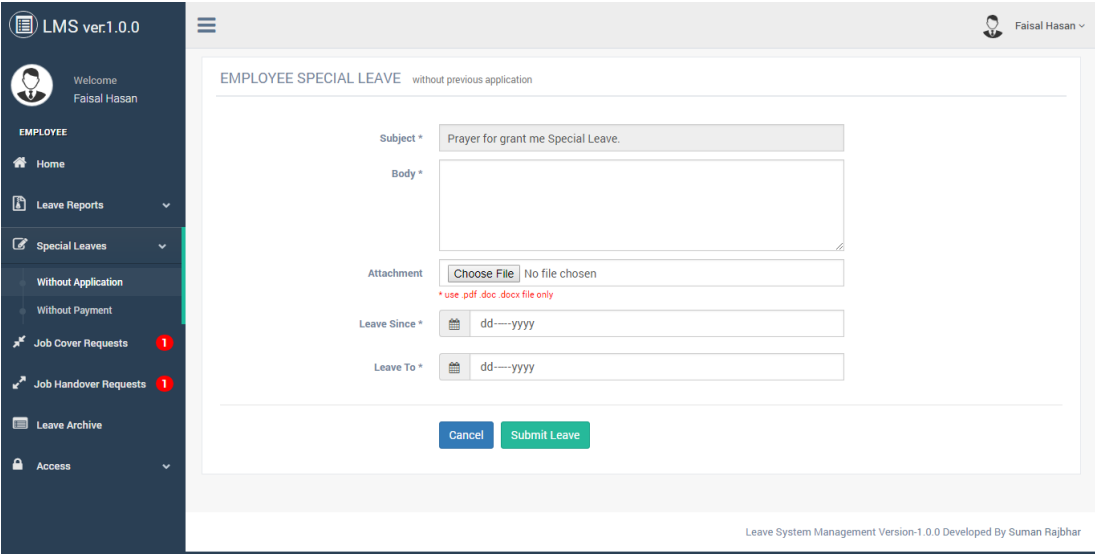
The screenshot displays the LMS ver.1.0.0 interface. On the left is a dark sidebar with navigation options: Home, Leave Reports, Special Leaves, Job Cover Requests (with a red notification badge), Job Handover Requests (with a red notification badge), Leave Archive, and Access. The main content area shows the profile of Faisal Hasan, Sr. Programmer, with details like 'Web Design & Development' and 'Manager: Suman Raj'. Below this is a 'LEAVES SPENT' section listing Education, Maternity, Casual, Medical, Without Notice Leave, and Without Pay Leaves with their respective day counts. The right side features a 'Published' tab and a list of leave applications: 'TEST Prayer for grant me Recreation Leave' (Applied Date: 09-Jan-2018), 'Eye Checkup' (Applied Date: 08-Jan-2018), and 'Personal Leave' (Applied Date: 08-Jan-2018). Each application has a status bar with buttons for 'Approved', 'Accept Leave', 'Not Cover', 'Not Handover', 'Medical', 'LEAVE ACTIVE', 'Cover OK', and 'Handover OK'. A footer at the bottom right reads 'Leave System Management Version-1.0.0 Developed By Suman Rajbhar'.

ii. Leave Reports:

Employee can view several leave report navigated from Right side menu -> Leave Reports. The reports are Active Leaves, Pending Leaves, Declined Leaves, Special Leaves, and Without Pay Leaves. Other Leave reports also can be generated as based on request and leave data.

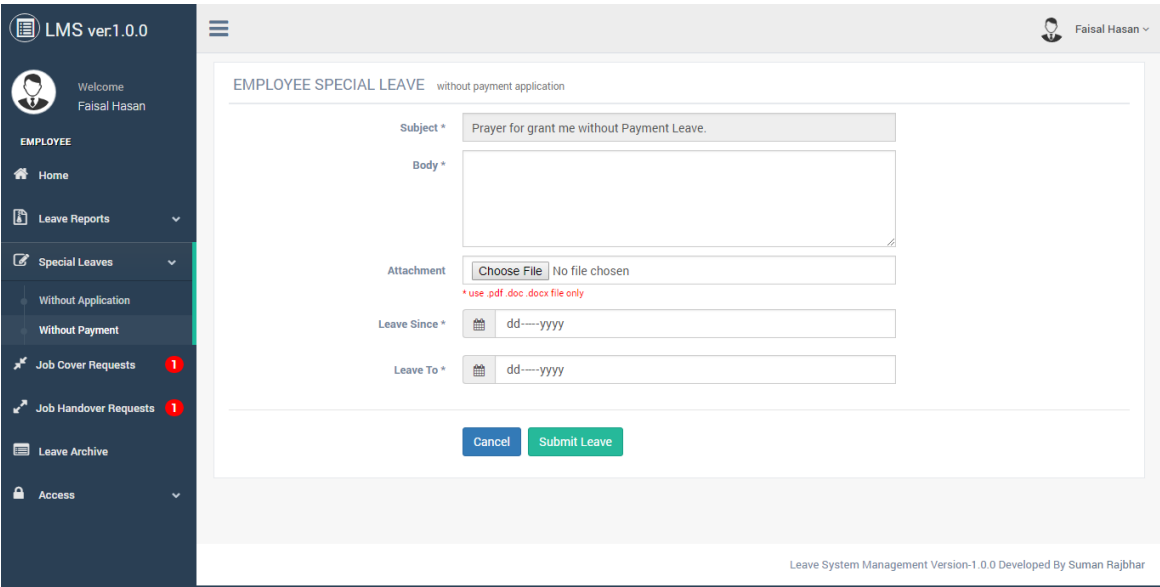
iii. Without Application Leave:

Employee can apply for leave without previous leave application by navigating to Right side menu -> Special Leaves -> Without Application.



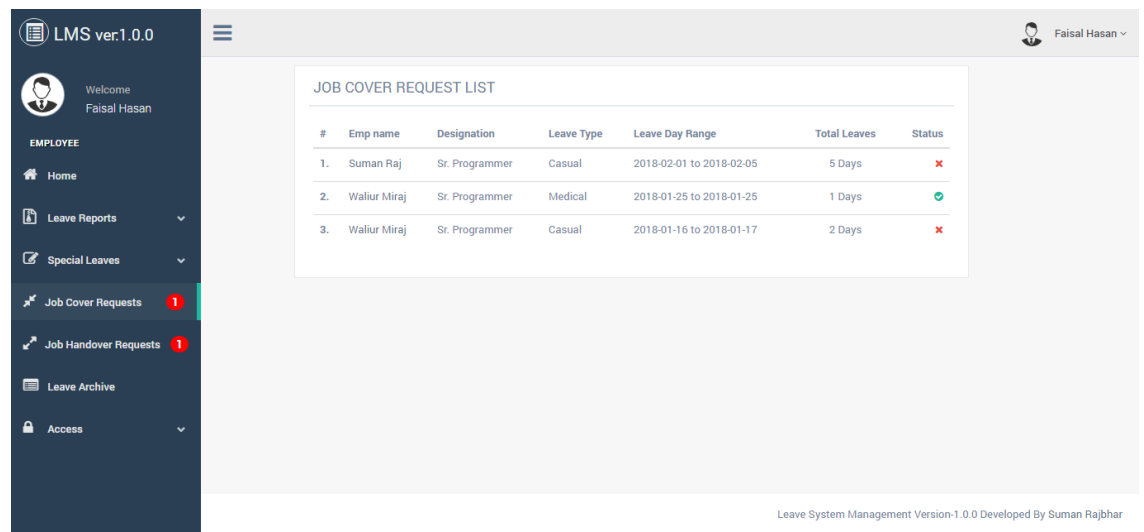
iv. Without Payment Leave:

Employee can apply for leave without payment by navigating to Right side menu -> Special Leaves -> Without Payment.



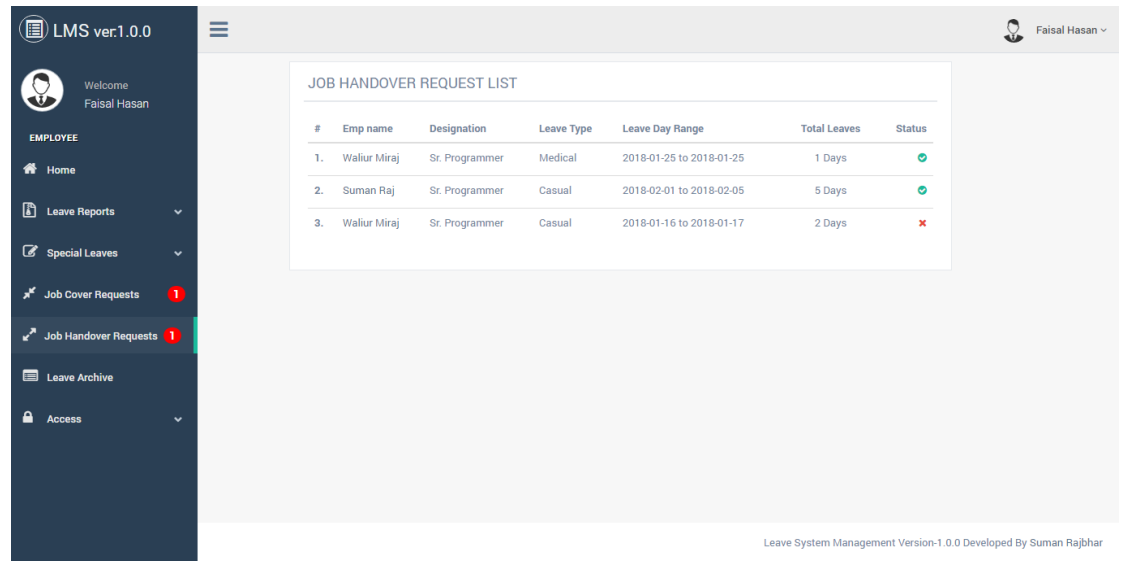
v. Job Cover Requests:

Employee can view job cover request sent to him/her by navigating to Right side menu -> Job Cover Requests. From this window employee can accept/decline Job Cover Requests.



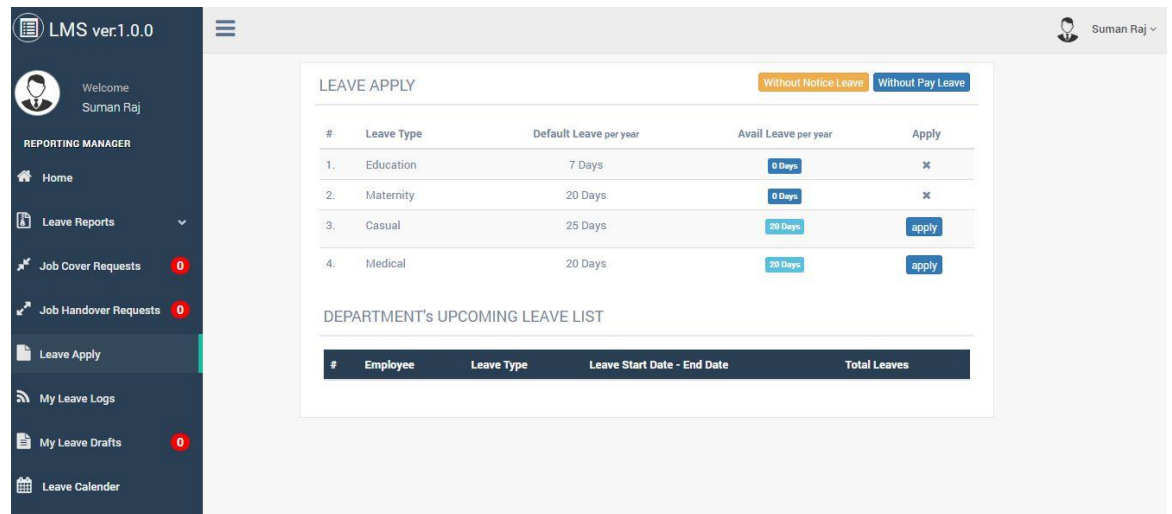
vi. Job Handover Requests:

Employee can view job handover request sent him/her to by navigating to Right side menu -> Job Handover Requests. From this window employee can accept/decline Job handover requests.



vii. Leave Apply:

Manager can view available leaves and apply for leave by navigating to Right side menu -> Leave Apply.



viii. Leave Archive:

Employee can view his leave history by navigating to Right side menu -> Leave Archive.

LMS ver.1.0.0 | Faisal Hasan

Faisal Hasan
Sr. Programmer
Web Design & Development
Manager: Suman Raj
2014-12-01
Job Age: 3 Y 2 M 16 D

LEAVE YEAR 2018

#	Leave Type	Total in a year	Enjoyed year round	Available this year
1.	Education	7 days	0 Days	5 Days
2.	Maternity	20 days	0 Days	9 Days
3.	Casual	25 days	0 Days	20 Days
4.	Medical	20 days	1 Days	13 Days

LEAVES SPENT

- Education: 0 Days
- Maternity: 0 Days
- Casual: 0 Days
- Medical: 1 Days
- Without Notice Leave: 1 Days
- Without Pay Leaves: 0 Days

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ix. Change Password:

Manager can change password by navigating to Right side menu -> Access -> Change Password.

REPORTING MANAGER | Suman Raj

PASSWORD CHANGE

Old Password *

New Password *

Confirm New Password *

Leave System Management Version-1.0.0 Developed By Suman Rajbhar