

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.

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.

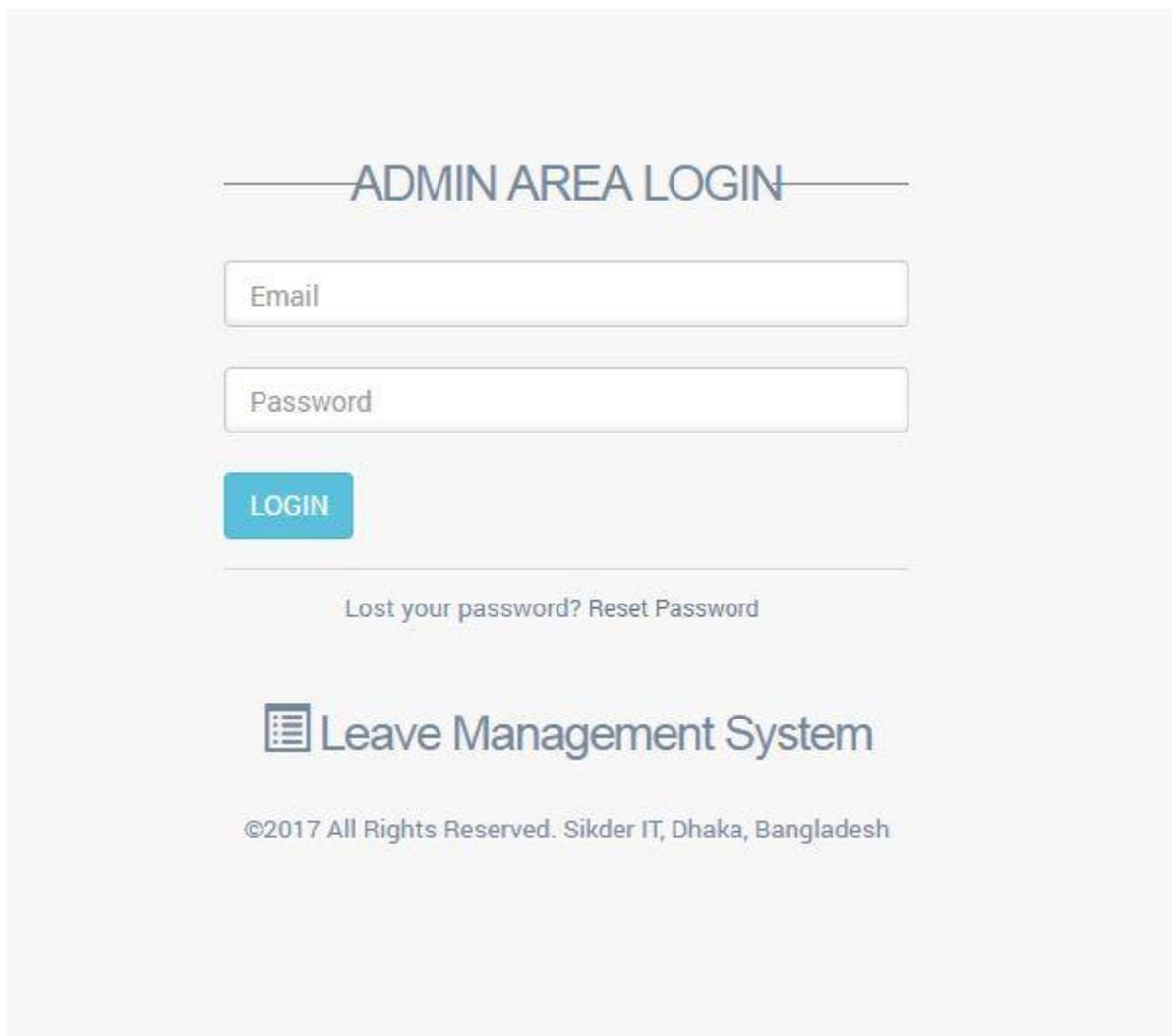
3. The number of days of leave (as per the assumed leave policy) should be automatically credited to everybody.

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 Employee etc.



The image shows a login panel for an 'ADMIN AREA LOGIN'. It features a light gray background with a white login form in the center. The form includes two input fields: 'Email' and 'Password'. Below the password field is a blue 'LOGIN' button. Underneath the button, there is a link that says 'Lost your password? Reset Password'. At the bottom of the form, there is a logo consisting of a calendar icon followed by the text 'Leave Management System'. Below the logo, there is 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

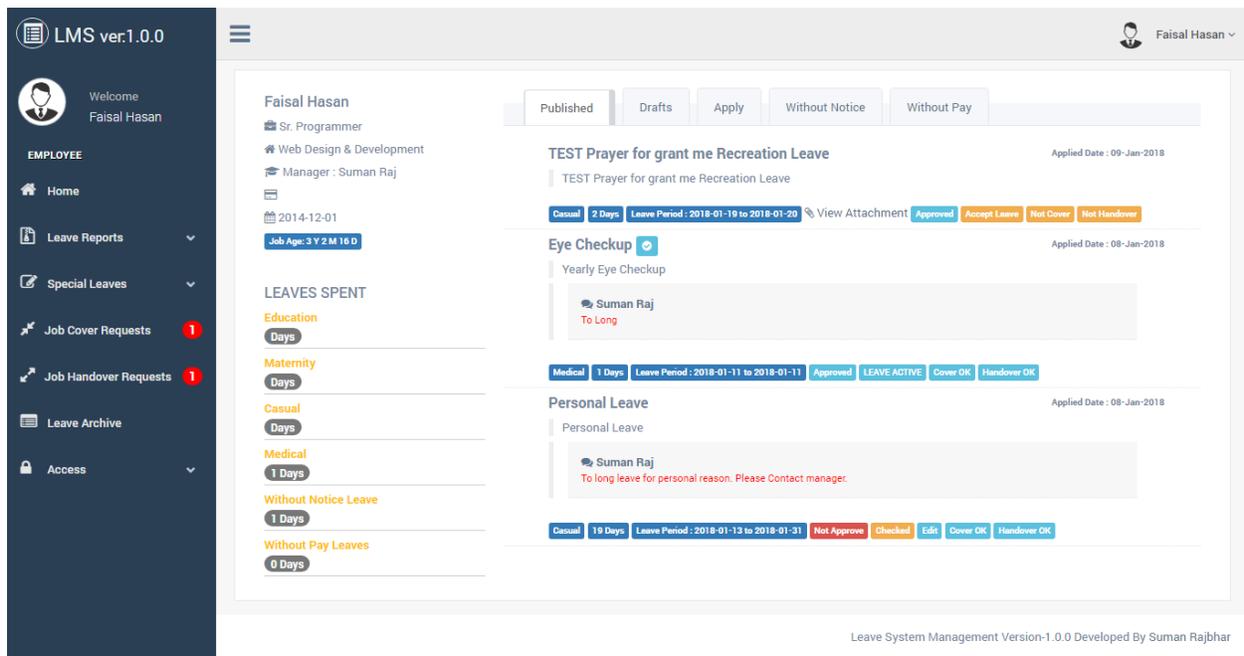
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Main Window:-

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

i. Main Window:

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



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.

The screenshot displays the LMS ver.1.0.0 interface. On the left is a dark blue sidebar with a navigation menu. The main content area is titled 'EMPLOYEE SPECIAL LEAVE without previous application'. The form contains the following fields:

- Subject ***: Prayer for grant me Special Leave.
- Body ***: A large empty text area.
- Attachment**: A 'Choose File' button with the text 'No file chosen' and a red asterisk warning: '*use .pdf .doc .docx file only'.
- Leave Since ***: A date picker set to 'dd----yyyy'.
- Leave To ***: A date picker set to 'dd----yyyy'.

At the bottom of the form are two buttons: 'Cancel' (blue) and 'Submit Leave' (green). The footer of the page reads 'Leave System Management Version-1.0.0 Developed By Suman Rajbhar'.

iv. Without Payment Leave:

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

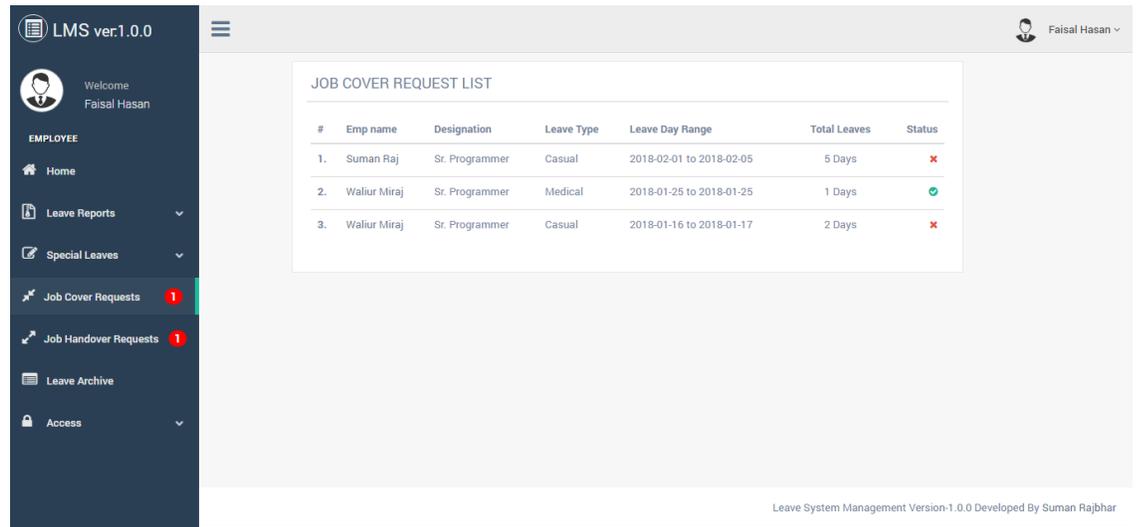
The screenshot displays the LMS ver.1.0.0 interface. On the left is a dark blue sidebar with a navigation menu. The main content area is titled 'EMPLOYEE SPECIAL LEAVE without payment application'. The form contains the following fields:

- Subject ***: Prayer for grant me without Payment Leave.
- Body ***: A large empty text area.
- Attachment**: A 'Choose File' button with the text 'No file chosen' and a red asterisk warning: '*use .pdf .doc .docx file only'.
- Leave Since ***: A date picker set to 'dd----yyyy'.
- Leave To ***: A date picker set to 'dd----yyyy'.

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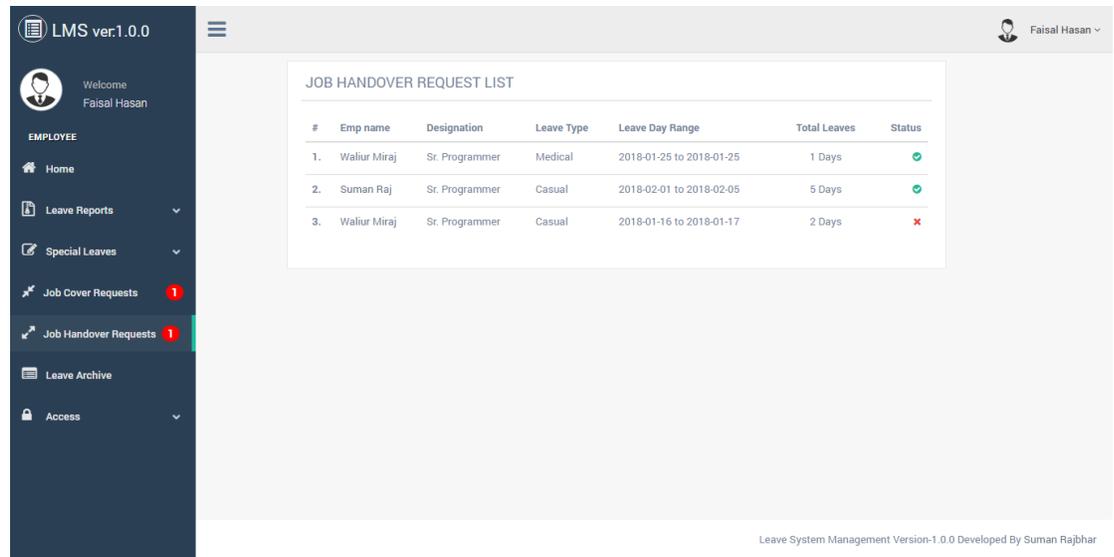
v. Job Cover Requests:

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.



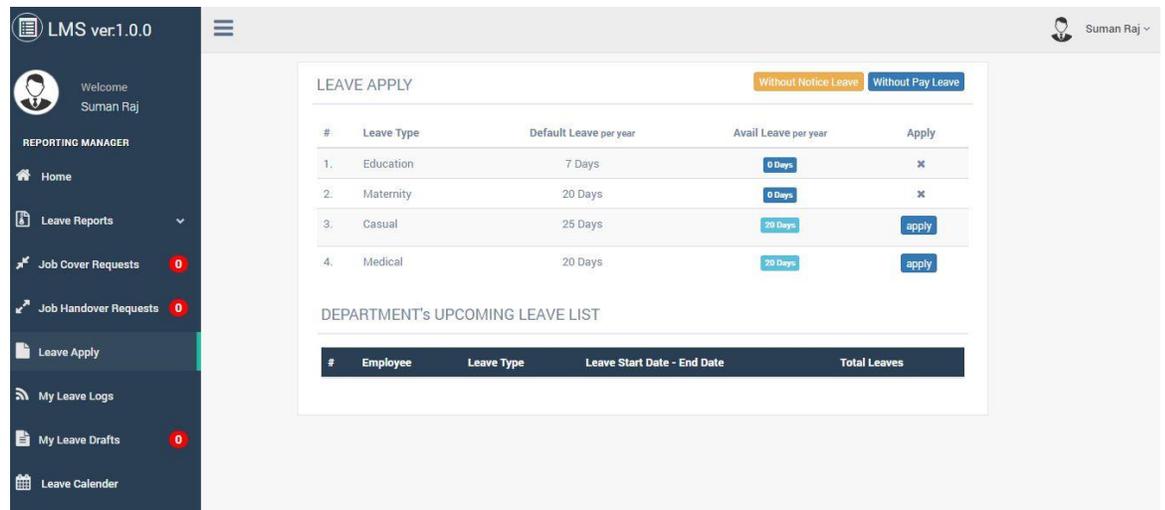
vi. Job Handover Requests:

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

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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

Leave System Management Version-1.0.0 Developed By Suman Rajbhar

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 *

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