

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...

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.

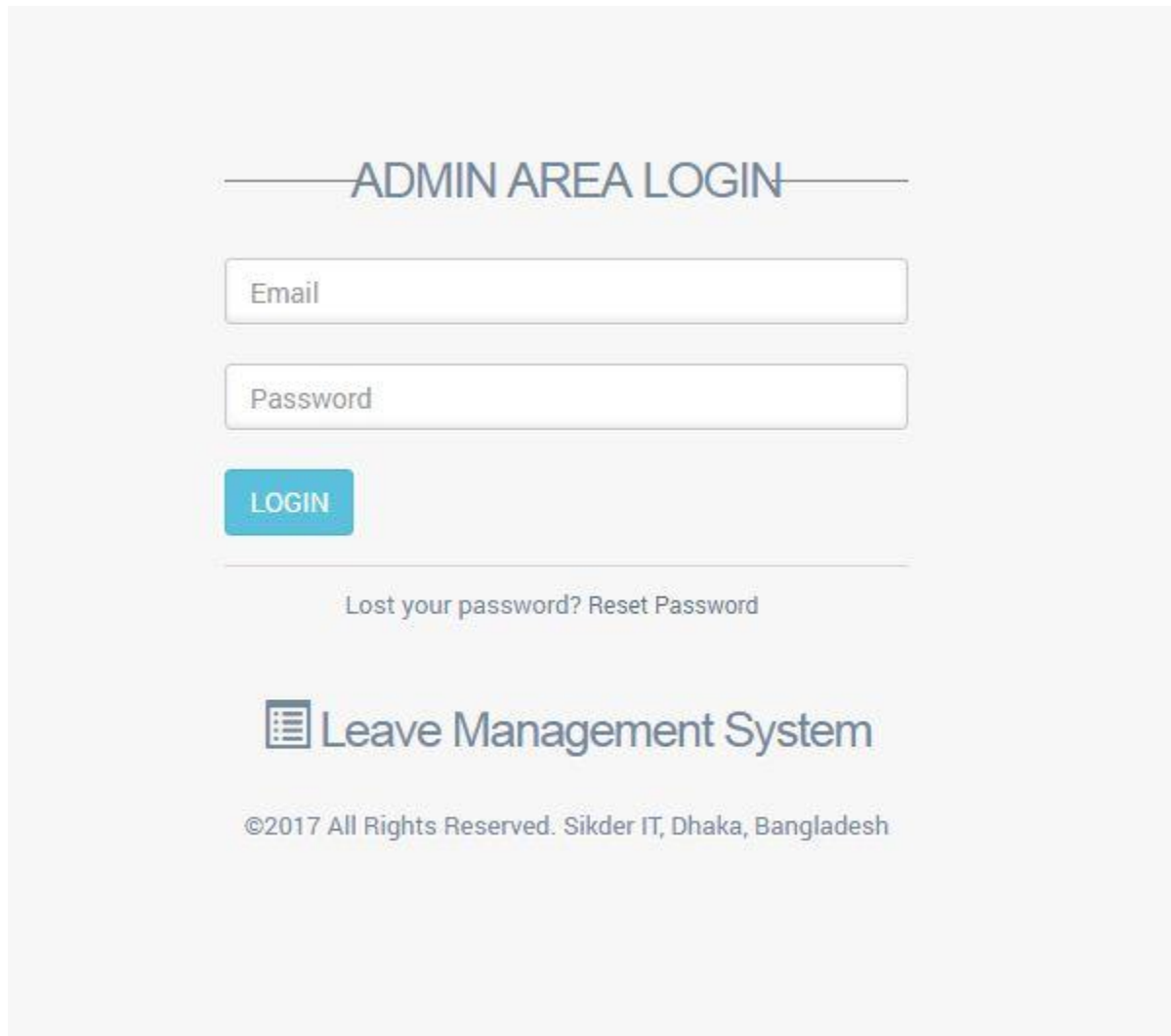
3. The number of days of leave (as per the assumed leave policy) should be automatically credited to everybody.

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 Manager.



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 login 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.

i. Main Window:

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

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 0
- Leave Calendar
- Access

Department Manager/Admin activity report

Suman Raj
Sr. Programmer
Web Design & Development
2014-01-01
Job Age: 4 Y 1 M 13 D

Employee List

#	Employee
	Harun Ar-Rashid Programmer
	Des Mohammad Intern
	Faisal Hasan Sr. Programmer

Leave Activities

- Faisal Hasan
TEST Prayer for grant me Recreation Leave
Applied Date : 09-Jan-2018
TEST Prayer for grant me Recreation Leave
Casual 2 Days Leave Period : 2018-01-19 to 2018-01-20 View Attachment Not Approve Checked Not Cover Not Handover
- Faisal Hasan
Eye Checkup
Applied Date : 08-Jan-2018
Yearly Eye Checkup
Medical 1 Days Leave Period : 2018-01-11 to 2018-01-11 Approved Cover OK Handover OK
- Faisal Hasan
Personal Leave
Applied Date : 08-Jan-2018
Personal Leave
Casual 19 Days Leave Period : 2018-01-13 to 2018-01-31 Not Approve Checked Feedback Sent Cover OK Handover OK

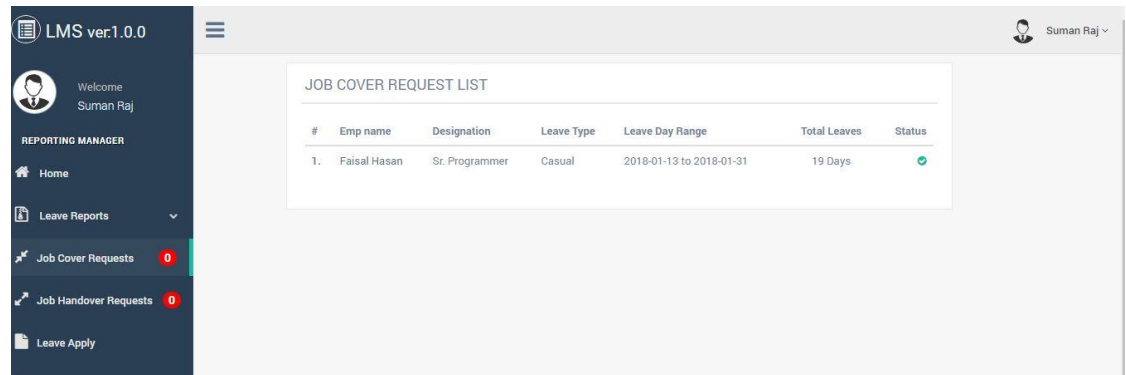
Leave System Management Version-1.0.0 Developed By Suman Rajbhar

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.

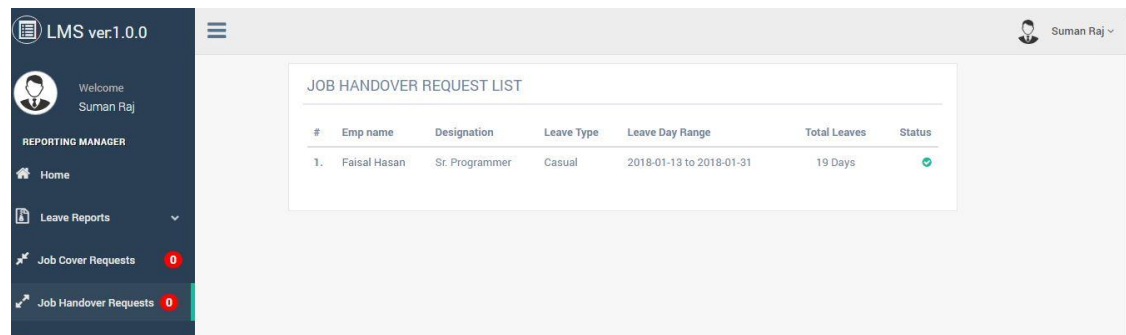


The screenshot shows the LMS ver.1.0.0 interface. The left sidebar is titled 'REPORTING MANAGER' and includes a 'Welcome Suman Raj' message, a 'Home' button, and a list of menu items: 'Leave Reports', 'Job Cover Requests' (with a red badge '0'), 'Job Handover Requests' (with a red badge '0'), and 'Leave 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.



The screenshot shows the LMS ver.1.0.0 interface. The left sidebar is titled 'REPORTING MANAGER' and includes a 'Welcome Suman Raj' message, a 'Home' button, and a list of menu items: 'Leave Reports', 'Job Cover Requests' (with a red badge '0'), and 'Job Handover Requests' (with a red badge '0'). The main content area is titled 'JOB HANDOVER 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	✓

v. Leave Apply:

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

#	Leave Type	Default Leave per year	Avail Leave per year	Apply
1.	Education	7 Days	0 Days	x
2.	Maternity	20 Days	0 Days	x
3.	Casual	25 Days	25 Days	apply
4.	Medical	20 Days	20 Days	apply

DEPARTMENT'S UPCOMING LEAVE LIST

#	Employee	Leave Type	Leave Start Date - End Date	Total Leaves
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vi. Leave Log:

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

Suman Raj
Sr. Programmer
Web Design & Development
Department Manager
2014-01-01
Job Age: 4 Y 1 M 14 D

LEAVES SPENT

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

Personal Leave

- Personal Leave (Applied Date: 15-Feb-2018)
Casual, 2 Days, Leave Period: 2018-02-17 to 2018-02-18, Not Approve, Edit, Check, Not Cover, Not Handover
- Personal Leave (Applied Date: 09-Jan-2018)
Casual, 5 Days, Leave Period: 2018-02-01 to 2018-02-05, View Attachment, Approved, Accept Leaves, Not Cover, Handover OK

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vii. Leave Draft:

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

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

Suman Raj

Sr. Programmer

Web Design & Development

Department Manager

2014-01-01

Job Age: 4 Y 1 M 14 D

LEAVES SPENT

- Education Days
- Maternity Days
- Casual Days
- Medical Days
- Without Notice Leave 0 Days

JOB HANDOVER TO ON LEAVE

Personal Leave Applied Date : 15-Feb-2018

Casual 2 Days Leave Period : 2018-02-17 to 2018-02-18 Set Job Cover

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

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