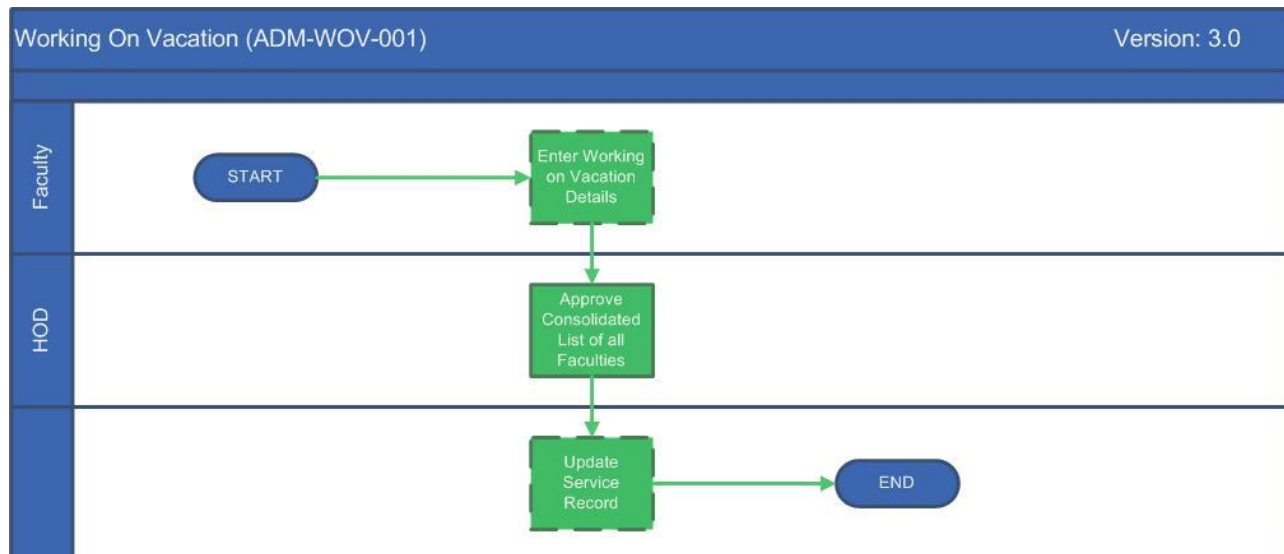


HUMAN RESOURCES – APPROVAL WORKING DURING VACATION

This is the help document for understanding the screen-wise and role-wise activities for the Approval Working During Vacation

HELP DOCUMENT FOR APPROVAL WORKING DURING VACATION

Process Flow Diagram:



User Roles:

Employee	Roles
Faculty	Applies the working days for the vacation days
HOD	Approves the working days for the vacation days

Approval - Working During Vacation – Help Doc

Login workflow at <https://workflow.iitm.ac.in/employee/> and Click – Human Resources -> Leave and Vacation -> Approve Work During Vacation

The screenshot shows the IIT Madras workflow system interface. The top navigation bar includes links for Home, Views, Academics, ICSR, Human Resources, Main Stores, Main Accounts, Memberships, General, and Task Status. The 'Human Resources' menu is expanded, showing options like Leave and Vacation, Insurance, Small Family Norms, Estate, Personal Information, Un-Delegate Role, Past Service Request, Re-employment, Delegate Role, Reports, Vehicle Pass, TestProcess, and Test_Log. The 'Leave and Vacation' sub-menu is further expanded, showing 'Working During Vacations' and 'Approve Work During Vacation' (highlighted in blue). The main content area displays the 'Approve Work During Vacation' form. It includes fields for 'Vacation Year' (set to 2015-2016), 'Vacation From', 'Vacation To', 'Vacation Type' (set to -Select-), and 'Department' (set to AE- (Aerospace Engineering)). There are buttons for 'Manual', 'FlowChart', 'Save and Hold', 'Submit', and 'Cancel'. A blue bar at the bottom of the form area contains the text 'Earned Leave Approval'.

Select Vacation Year- Ex: 2014-15 & Vacation Type –Ex: Summer or Winter. The Earned Leave Approval dates Grid will be autopopulated with all the leaves applied by the employees who are subordinates of the HOD.

HOD can 'Approve' or 'Reject' the leaves. Select 'Submit' checkbox in the recommended actions section and click 'Submit' button which on the right side bottom.

The Approved leaves must be deducted from the Earned leaves of the employee whose leaves are approved, the rejected leaves must not be deducted from the employees' earned leaves. Approved leaves should not populate the next time for the same employee.

Working During Vacations

Vacation Details

Vacation Year: 2014-2015
 Vacation Type: Summer
 Vacation From: 29/10/2015
 Vacation To: 27/11/2015
 Department: AE- (Aerospace Engineering)

Earned Leave Approval

Employeeid *	Employee Name	No Of Days Worked	Approve	Reject	Remarks	Get Details
008209	Ramakrishna P A	61	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Submit
008553	Ranjith Mohan	46	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Submit
000351	Chakravarthy S R	50	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Submit

Save and Hold Submit Cancel

The approved records will not show up in this screen again. The faculty who got rejected can resubmit again and HOD will be able to approve those in this same screen. On Click of 'Submit' the leaves get approved or rejected respectively.

