

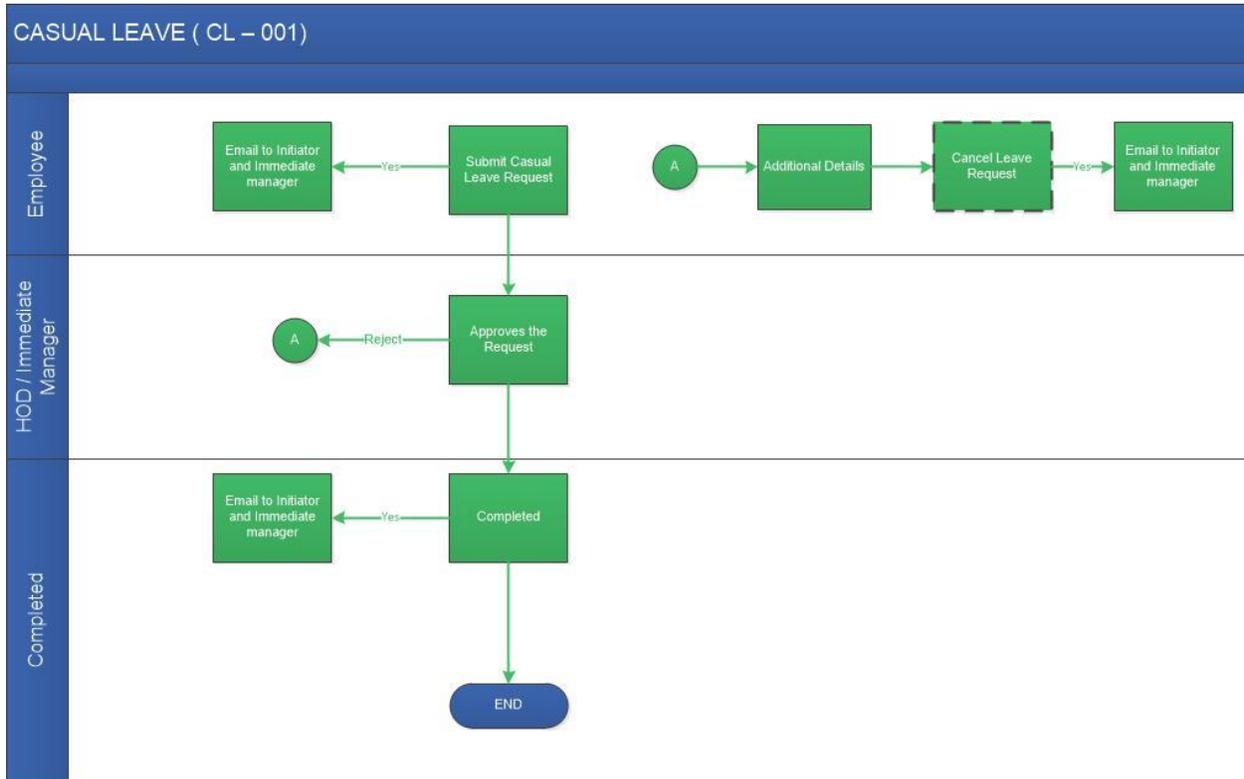
Casual Leave

Casual Leave

Help Document- Casual Leave

Casual Leave

PROCESS FLOW DIAGRAM :

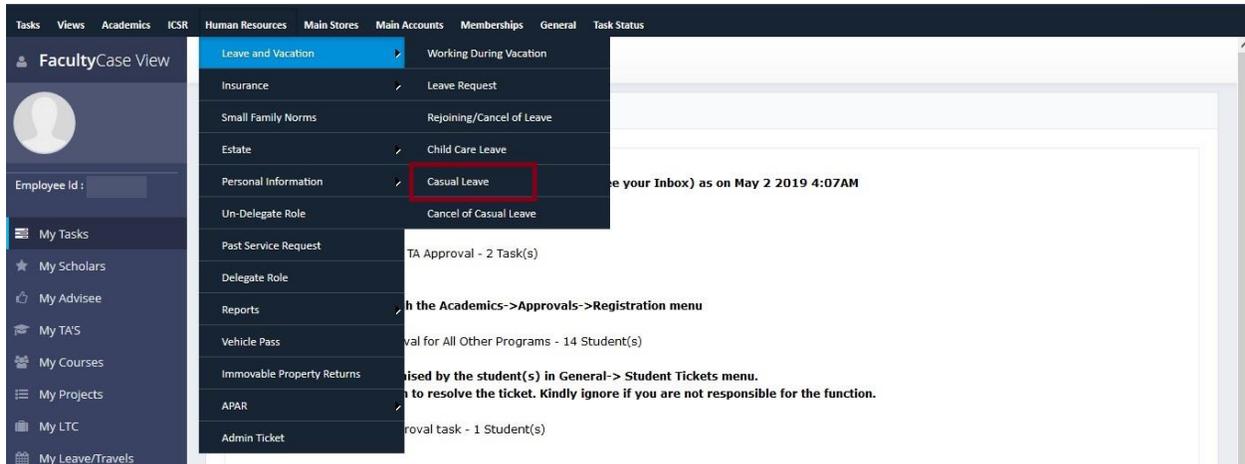


User	Role
Employee	Submit Child Care Leave Request
HOD/Immediate Manager	Approves the request

Casual Leave

Login workflow at <https://workflow.iitm.ac.in/employee/>

Step 1: Employee



- Employee needs to log in to workflow using their ADS Username and password.
- Employee needs to select the following Menu path for Child Care Leave request
Human Resources-> Leave and Vacation-> Casual Leave
- Once employee selects the appropriate menu, Casual Leave Request screen opens.
- The screen consists of 2 sections
 - a) Leave Details
 - b) Recommended Actions

Casual Leave

Leave Details:

Leave Details

Employee Id

Employee Name

Address During Below Leave

Max 500 Chars

Leave From *

28/12/2019

AM

Leave To *

30/12/2019

PM

Duration

1.00

Available Balance

3.50

- In leave details section Employee ID and Employee are auto filled.
- From date and to date are selected from the calendar. The respective session i.e. AM or PM is selected from the dropdown.
- Available Balance and Duration is auto filled.

Recommended Actions:

Recommended Actions

Remarks *

Request Leave

Remarks are entered.

Casual Leave

Step 2: Immediate Manger Verify

Recommended Actions

Approve Incomplete Data

Remarks *

Activity Name	Remarkd By	Remarks	Date of Remarks
Submit Leave Request		Request Leave	28-12-2019 02:52:09

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The checkbox 'Approve' or 'Incomplete Data' is checked.

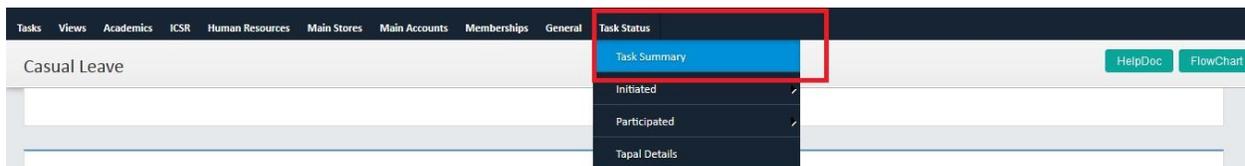
Remarks are entered and Submit button is checked.

If the Approve checkbox is checked, the task is completed

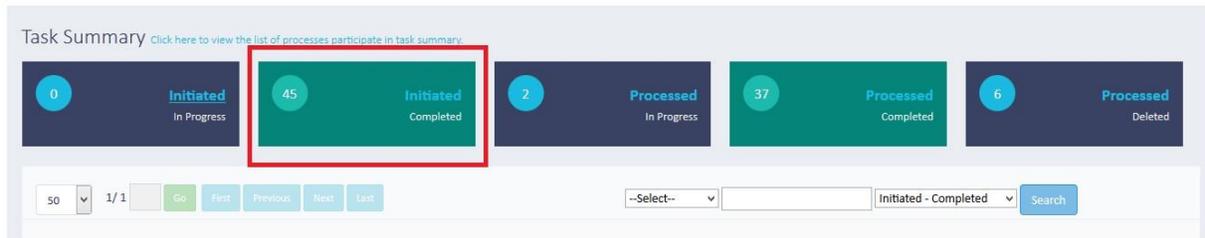
If the Incomplete Data checkbox is checked, the task is reverted to the employee for further details.

The status of the task can be checked by clicking on the menu path.

Task status->Task Status ->Task summary



Casual Leave



Task ID:

Process Name: **Casual Leave**

Task Details Document List

Employee Id		Employee Name	
Address During Below Leave			
Leave From	30-12-2019	From Session	AM
Leave To	30-12-2019	To Session	AM
Duration	0.50	Available Balance	4.00

Clicking on the Initiated Completed and click on the respective task where it will display the details of the task.