**Casual Leave** 

Help Document- Casual Leave

Casual Leave-IIT Madras

### **PROCESS FLOW DIAGRAM :**



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

Login workflow at <a href="https://workflow.iitm.ac.in/employee/">https://workflow.iitm.ac.in/employee/</a>



### 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 Detailsb) Recommended Actions

#### Leave Details:

eave Details											-
Employee Id				Employee Name							
Address During Bel	ow Leave										
Max 500 Chars											
Leave From *				Leave To *				Duration		Available Balance	
28/12/2019	<b>#</b>	AM	-	30/12/2019	1	PM	-		1.00		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 A	ctions	•
Remarks *	Request Leave	

Remarks are entered.

## **Step 2: Immediate Manger Verify**

opprove				Incomplete Data	
marks *	Approved				
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The checkbox 'Approve' or 'Incomplete Data' is checked.

Remarks are enterd 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

Tasks Views Academics ICSR Human Resources Main Stores Main Accounts Memberships General	Task Status	
Casual Leave	Task Summary HelpDoc	FlowChart
	Initiated >	
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		Ca	sual Leave		
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k ID: Sk Details Document List Employee Id Address During Below Leave Leave From	30-12-2019		Employee Name From Session	AM	Process Name: Casual Leave
c ID: sk Details Document List Employee Id Address During Below Leave Leave From	30-12-2019		Employee Name	AM	Process Name: Casual Lea

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