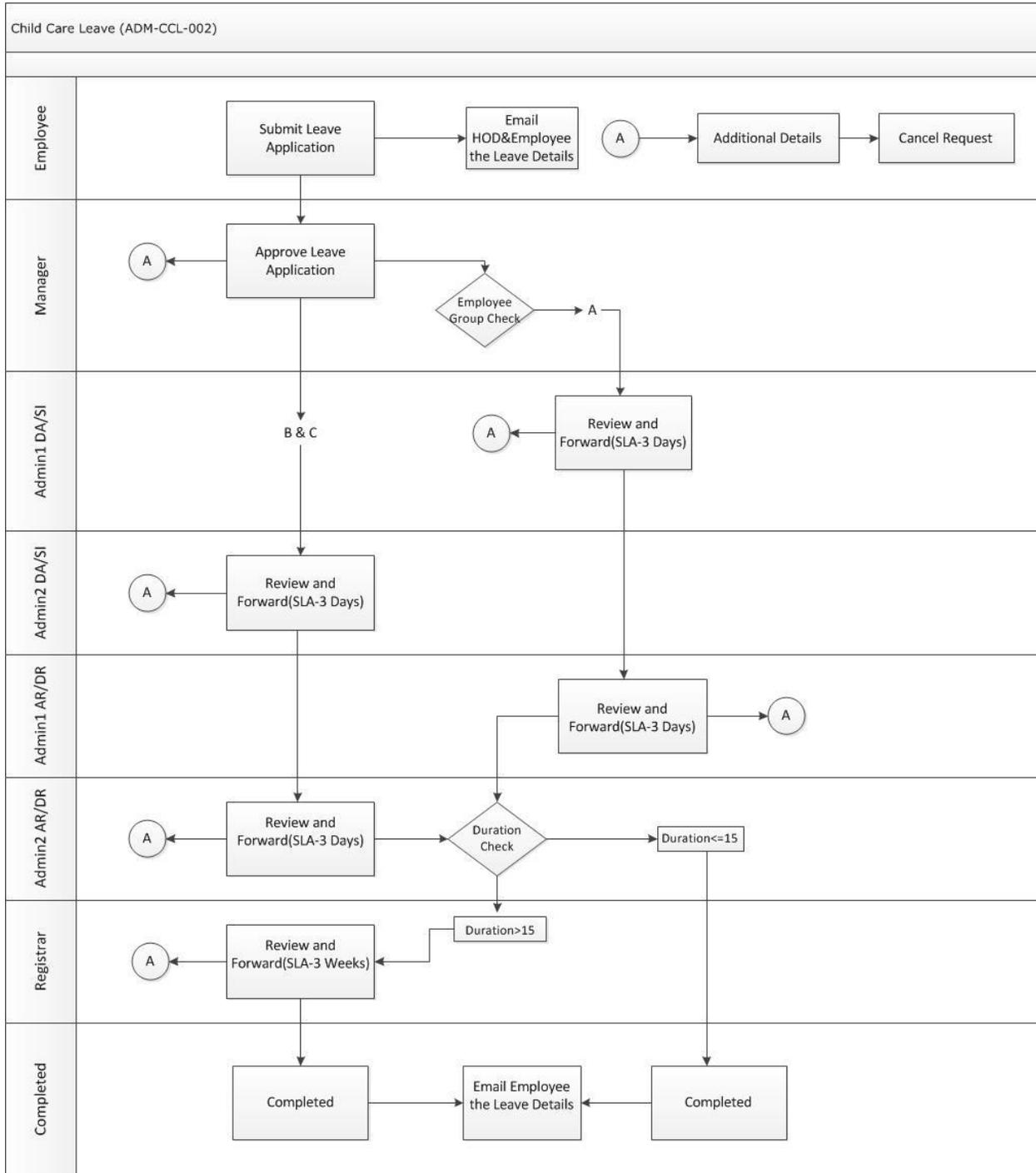


**Child Care Leave**

**Help Document- Child Care Leave**

## PROCESS FLOW DIAGRAM:



User	Role
Employee	Submit Child Care Leave Request
Manager	Verify the request
Admin1 DA/SI	Verify the request
Admin2 DA/SI	Verify the request
Admin1 AR/DR	Verify the request
Admin2 AR/DR	Verify the request
Registrar	Approve the request

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

## Step 1: Employee



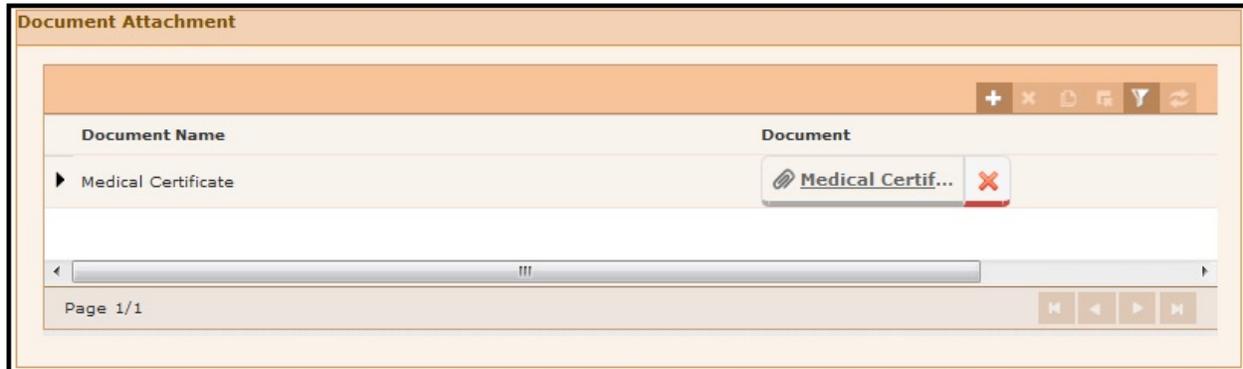
- Employee needs to log in to workflow using their ADS Username and password.
- Employee needs to select the following Menu path for Child Care Leave request  
Human Resources->Leave and Vacation->Child Care Leave
- Once employee selects the appropriate menu, Child Care Leave Request screen opens.
-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

## Employee Details:

Application Form for Child Care			
<b>Employee Details</b>			
Employee ID *	001234	Employee Name	Abcde
Department	CC	Designation	ASE/Offic.
Section		Telephone Number	1234
<b>Leave Details</b>			
Child Name *	Keshav	Child-Date Of Birth	27/10/2008
Is the child among the 2 eldest children	Yes	Date at 18 years	28/01/2026
Holidays to be Prefixed		Holidays to be Suffixed	
Address during the above Leave *	Hometown		
From *	29/01/2015	To *	07/02/2015
Duration *	10	Available Balance	608.0
Certificate for Leave			

- In Employee details section, the following fields such as: Employee ID, Employee Name, Department, Telephone Number, Section and Designation are auto filled.
- In Child Leave Details, the child name, and is the child among the 2 eldest children are selected from the dropdown. Child date of birth and date at 18 years is auto filled.
- The from date and to date are selected from the calendar. Available Balance is auto filled.

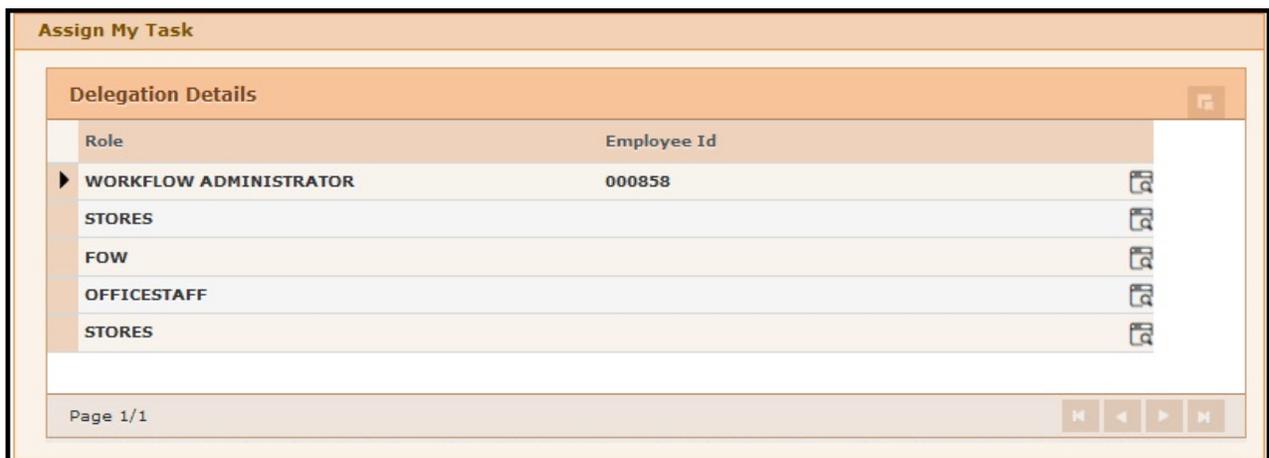
## Document Upload:



The screenshot shows a 'Document Attachment' window. At the top, there are icons for adding (+), deleting (x), refreshing (circular arrow), and filtering (funnel). Below is a table with two columns: 'Document Name' and 'Document'. The first row contains 'Medical Certificate' and a document icon labeled 'Medical Certif...' with a red 'x' delete button. A scrollbar is visible below the table, and the page number 'Page 1/1' is at the bottom left. Navigation buttons are at the bottom right.

- '+' icon is clicked to add a new row.
- Document to be uploaded is attached.

## Assign My Task:



The screenshot shows an 'Assign My Task' window. It features a 'Delegation Details' section with a table. The table has two columns: 'Role' and 'Employee Id'. The first row is expanded to show 'WORKFLOW ADMINISTRATOR' with '000858' as the employee ID. Below this, there are rows for 'STORES', 'FOW', 'OFFICESTAFF', and 'STORES', each with a small icon on the right. The page number 'Page 1/1' is at the bottom left, and navigation buttons are at the bottom right.

- The Roles associated with the faculty is displayed in the grid.
- The employee id is selected for the corresponding roles to be delegated by clicking on the lookup button

## Recommended Actions:

**Recommended Actions**

Remarks  
Max 500 Characters

Request Leave

- Submit button is checked.
- Remarks are entered.

## Step 2: Manger Verify

**Hod Review**

**Recommended Actions**

Verify  Incomplete Data

Remarks \*  
Max 500 Characters

Reviewed

**Remarks Summary**

Activity Name	Remarked By	Remarks	Date of Remarks
PRIYA S	test		1/7/2015 8:45:09 AM

Page 1/1

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

Remarks are entered and Submit button is checked.

If the Verify checkbox is checked, the task is forwarded for admin DA/SI Verification.

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

Step 3: Admin DA/SI Verify

The screenshot shows the 'Admin DA/SI Review' interface. It has a header bar with the title 'Admin DA/SI Review'. Below the header is a section titled 'Recommended Actions'. In this section, there are two checkboxes: 'Verify' (checked) and 'Incomplete Data' (unchecked). Below these is a text input field for 'Remarks \*' containing the word 'Reviewed'. A note 'Max 500 Characters' is visible below the input field. Below the 'Recommended Actions' section is a 'Remarks Summary' table. The table has columns for 'Activity Name', 'Remarkd By', 'Remarks', and 'Date of Remarks'. There are two rows of data. The first row shows 'HOD Review And Forward' by 'Ravi' with 'Reviewed' remarks on '07/01/2015'. The second row shows 'Submit Leave Application Form' by 'Sai' with 'Request Leave' remarks on '07/01/2015'. The table has a scroll bar at the bottom and a 'Page 1/1' indicator.

Activity Name	Remarkd By	Remarks	Date of Remarks
HOD Review And Forward	Ravi	Reviewed	07/01/2015
Submit Leave Application Form	Sai	Request Leave	07/01/2015

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

Remarks are entered and Submit button is checked.

If the Verify checkbox is checked, the task is forwarded for AR/DR Verification

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

**Step 4: Admin AR/DR Verify**

**Admin AR/DR Review**

**Recommended Actions**

Verify  Incomplete Data

Remarks \*

**Remarks Summary**

Activity Name	Remarkd By	Remarks	Date of Remarks
Admin DA SI Approval	DA	DA Review	<input type="checkbox"/> 08/01/2015
HOD Review And Forward	HOD	HOD Verify	<input type="checkbox"/> 08/01/2015
Submit Leave Application Form	Sai	Request Leave	<input type="checkbox"/> 08/01/2015

Page 1/1

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

Remarks are entered and Submit button is checked.

If the Verify checkbox is checked, the task is forwarded for Registrar's Approval

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

**Step 5: Registrar Approval**

**Registrar Approval**

**Recommended Actions**

Approve  Incomplete Data

Remarks \*

**Remarks Summary**

Activity Name	Remarked By	Remarks	Date of Remarks
Admin AR DR Review	AR	Reviewed	<input type="checkbox"/> 07/01/2015
Admin DA SI Approval	DA	Reviewed	<input type="checkbox"/> 07/01/2015
HOD Review And Forward	Ravi	Reviewed	<input type="checkbox"/> 07/01/2015
Submit Leave Application Form	Sai	Request Leave	<input type="checkbox"/> 07/01/2015

Page 1/1

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->Initiated->Ongoing



Clicking on the task will display the details of the task at the right hand side of the screen

