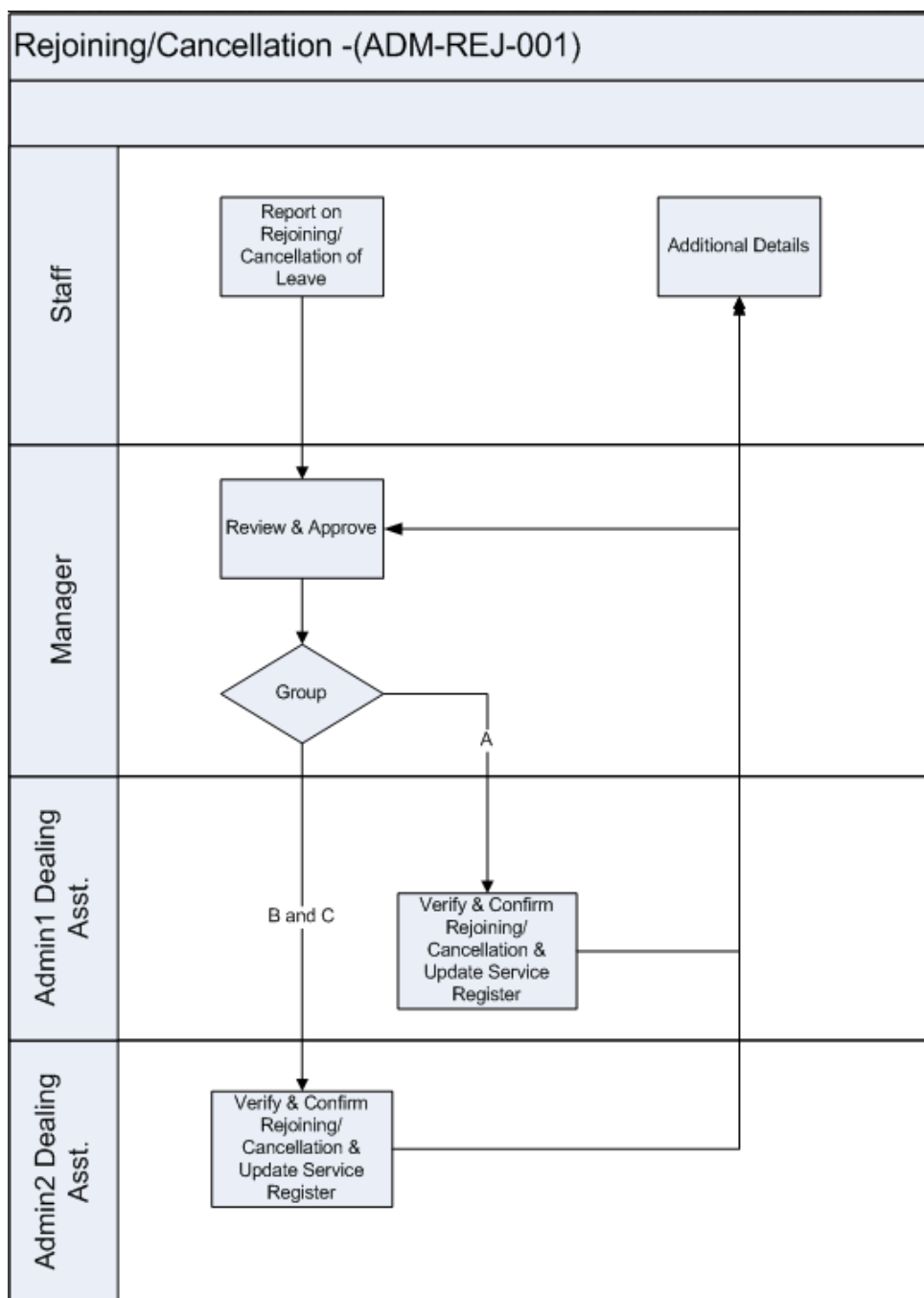


Rejoining or cancellation of leave

Help Document- Rejoining or Cancellation of leave

PROCESS FLOW DIAGRAM:



| User | Role |
|----------|--|
| Employee | Applies for rejoining or cancellation of leave |
| Manager | Approves or Rejects the rejoining or cancellation of leave and sends to Admin for approval |

| | |
|-----------|--|
| Admin1/DA | Approves or Rejects the rejoining or cancellation of leave for group A |
| Admin2/DA | Approves or Rejects the rejoining or cancellation of leave for group B and C |

Step 1: Employee

Employee logs in to workflow at: <http://workflow.iitm.ac.in/employee>

The screenshot shows the IIT Madras workflow system interface. The user is logged in as 'XXXXXX'. The main menu includes 'Home', 'ICSR', 'Human Resources', 'Academics', 'Main Stores', 'Main Accounts', 'Memberships', 'Estate', 'General', 'Task Status', and 'Reports'. The 'Human Resources' menu is expanded, showing 'Leave and Vacation', 'Insurance', 'Small Family Norms', 'NOC-Passport/Visa', 'Estate', 'Personal Information', 'Process Change Request', 'Un-Delegate Task', 'My Details', 'Past Service Request', and 'Delegate Task'. The 'Leave and Vacation' menu is further expanded, showing 'Request for Working During Vacations', 'Leave Request', and 'Rejoining or Cancellation of Leave'. The 'Rejoining or Cancellation of Leave' menu is selected, and the 'Flow Chart' is visible. The 'Employee Details' section is also visible, showing fields for Employee Name, Age, and Section.

- Employee needs to log in to workflow using their ADS Username and password.
- Employee needs to select the following Menu path for Rejoining / Cancellation of leave
Human Resources->Leave and Vacation->Rejoining/Cancellation of leave
- Once employee selects the appropriate menu, the Rejoining/Cancellation of leave screen opens.
- Employee screen consists of four sections such as ,
a) Employee Details b) Sanctioned leave details c) Actual Leave Taken
d) Recommended actions

Employees Details Section


| Report On Rejoining/Cancellation of Leave | | | |
|---|---|---------------|----------------------------------|
| Employee Details | | | |
| Employee ID * | <input type="text" value="1234"/> | Employee Name | <input type="text" value="xxx"/> |
| Date of Birth | <input type="text" value="01/01/1980"/> | Age | <input type="text" value="45"/> |
| Department | <input type="text" value="xx"/> | Section | <input type="text"/> |
| Rejoining Date * | <input type="text"/> | | |

In Employee details section following fields will be auto populated: Employee Id, Employee Name, Date of Birth, Department and Age.

For Rejoining, employee needs to fill in the date of rejoining in the Rejoining Date box.

For Cancellation, when the 'Cancellation of Leave' check box is selected, the rejoining date automatically gets selected.

Sanctioned Leave Details

| Sanctioned Leave Details | | | |
|--------------------------|---|---|---|
| Sanctioned Leave Type * | <input type="text" value="Earned Leave"/> |  | |
| From | <input type="text" value="02/05/2013"/> | To | <input type="text" value="13/05/2013"/> |
| Duration | <input type="text" value="12"/> | | |

In the Sanctioned Leave Details, click on the lookup icon and select the leave that needs to be rejoined/cancelled.

The fields such as From, To, Duration will be auto filled.

Actual Leave Taken

| Actual Leave Taken | |
|-----------------------|--------------------------|
| Cancellation of Leave | <input type="checkbox"/> |
| Leave From | dd/mm/yy |
| Duration | 12 |
| Leave Type | Earned Leave |
| Leave To | dd/mm/yy |
| Available Balance | 123 |

'Cancellation of Leave' check box to be checked in case the above selected leave should be cancelled. Once the box is selected, the values on the rest of the fields in this grid are removed and the rejoining date is defaulted to the Leave From date.

For Rejoining, the leave from or leave to dates can be adjusted and the duration changes accordingly.

Recommended action

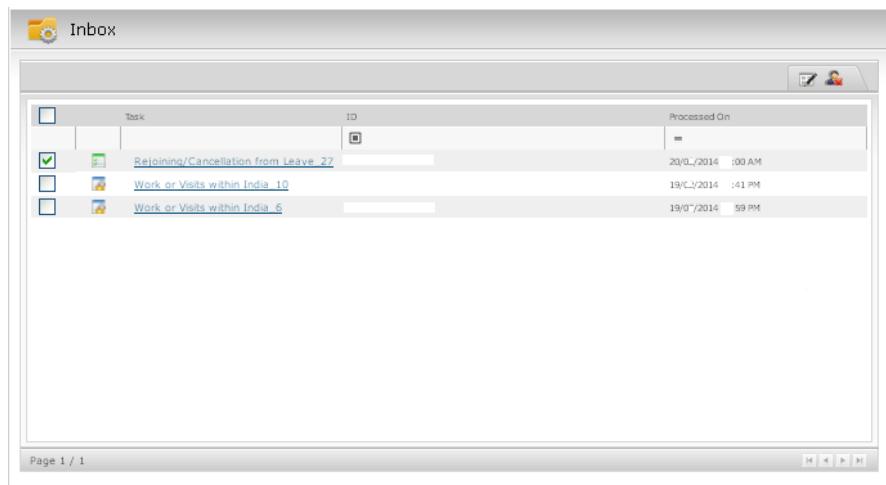
| Recommended Actions | |
|---------------------|-------------------------------------|
| Submit | <input checked="" type="checkbox"/> |
| Remarks * | ok |
| Max 500 characters | |

Check the Submit box, enter remarks and submit.

The task is forwarded to the Manager for approval.

Step2: Manager

The initiated task from the Employee will be available in HOD's inbox.



HOD can perform one of two actions

- Check the Approve box in order to approve the rejoining or cancellation of leave. Task gets redirected the dealing assistant.
- Check the Incomplete box if further details are needed from the initiator. The task is redirected to the initiator.

Rejoining or Cancellation of Leave

Review Rejoining/Cancellation of Leave Details

Recommended Actions

Approve ☒ Incomplete Data ☐

Remarks *

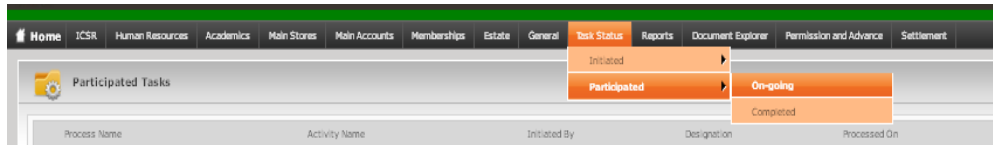
Max 500 Characters

Remarks Summary

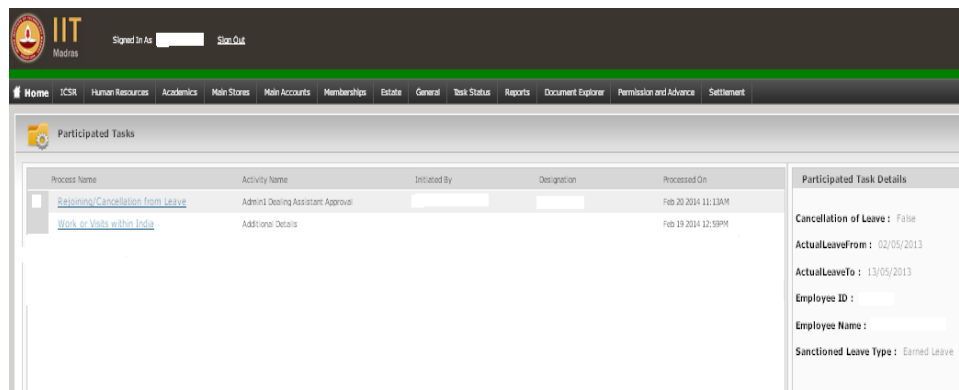
| Activity Name | Remarked By | Remarks | Date of Remarks |
|-----------------------|-------------|---------|---------------------|
| Submit Rejoining Form | XXX | ok | 20/02/2014 04:51:39 |

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HOD can see the status of this task in Task status->Participated->Ongoing



On clicking the “Rejoining or Cancellation of Leave” the task details would appear in right panel of the grid.



Step3: Admin1 Dealing Assistant

The task from the HOD will be available in the Admin inbox.

ADMIN Dealing Assistant can perform one of two actions

| Activity Name | Remarkd By | Remarks | Date of Remarks |
|-----------------------|------------|---------|---------------------|
| Manager Review | XXX | OK | 20/02/2014 05:42:20 |
| Submit Rejoining Form | XXX | ok | 20/02/2014 04:51:39 |

- Check the Approve box in order to approve the rejoining or cancellation of leave.
- Check the Incomplete box if further details are needed from the initiator. The task is redirected to the initiator.

DA can see the status of this task in Task status->Participated->Completed

Employee can see the status of his task in Task Status-> Initiated-> Completed

| Task | ID | Processed On |
|----------------------------------|----|---------------------|
| Work or Visits within India - 10 | 10 | 19/02/2014 04:41 PM |
| Work or Visits within India - 6 | 6 | 19/02/2014 12:59 PM |

On clicking the “Rejoining or Cancellation of Leave” the task details would appear in right panel of the grid.

The screenshot displays the IIT Madras HRMS interface. The top navigation bar includes links for Home, Human Resources, Main Accounts, Memberships, Estate, General, Task Status, Reports, Document Explorer, Stores Received Book, and Student Profile Report. The user is signed in as 'YYY'.

The main content area is titled 'Completed Tasks' and contains a table with the following data:

| Process Name | Initiated By | Designation | Processed On | Completed On |
|---|--------------|-------------|---------------------|---------------------|
| Rejoining/Cancellation from Leave | XXX | PROFESSOR | Feb 20 2014 11:30AM | Feb 20 2014 11:30AM |
| Rejoining/Cancellation from Leave | XXX | PROFESSOR | Feb 19 2014 5:33PM | Feb 19 2014 5:33PM |

To the right of the table is the 'Completed Task Details' panel, which displays the following information:

- Cancellation of Leave : False
- ActualLeaveFrom : 02/05/2013
- ActualLeaveTo : 13/05/2013
- Employee ID : 03
- Employee Name : XXX
- Sanctioned Leave Type : Earned Leave