Rejoining or cancellation of leave

Help Document- Rejoining or Cancellation of leave

PROCESS FLOW DIAGRAM:

Rejoining/Cancellation -(ADM-REJ-001)

Staff

Report on Rejoining/ Cancellation of Leave

Additional Details

Manager

Review & Approve

Group

A

Admin1 Dealing Asst.

B and C

Verify & Confirm Rejoining/ Cancellation & Update Service Register

Admin2 Dealing Asst.

Verify & Confirm Rejoining/ Cancellation & Update Service Register
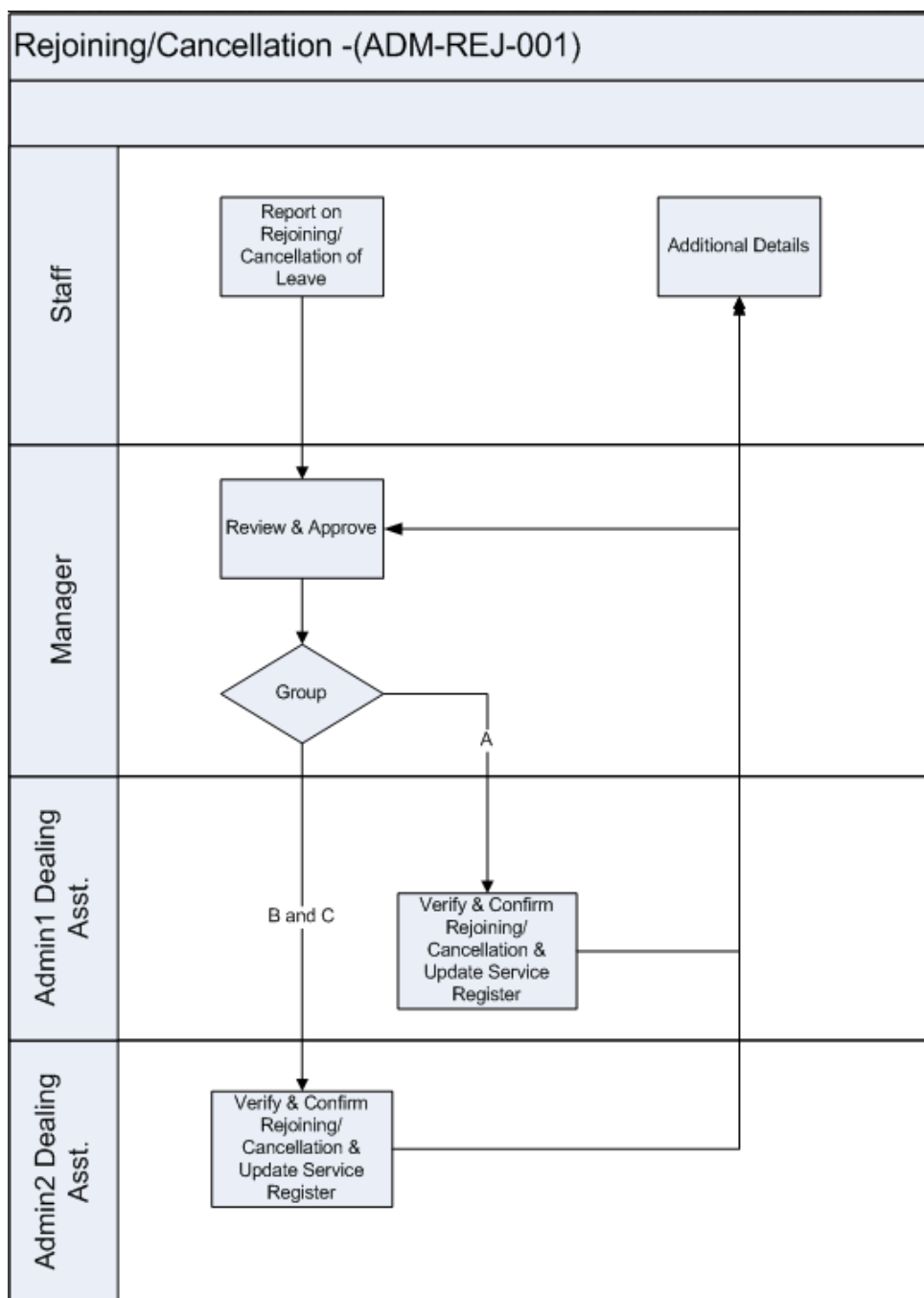
User	Role
Employee	Applies for rejoining or cancellation of leave
Manager	Approves or Rejects the rejoining or cancellation of leave and sends to Admin for approval

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

- 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 *	1234	Employee Name	xxx
Date of Birth	01/01/1980	Age	45
Department	xx	Section	
Rejoining Date *			

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 *	Earned Leave		
From	02/05/2013	To	13/05/2013
Duration	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	☐	Leave Type	Earned Leave
Leave From	dd/mm/yy	Leave To	dd/mm/yy
Duration	12	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	☑
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.
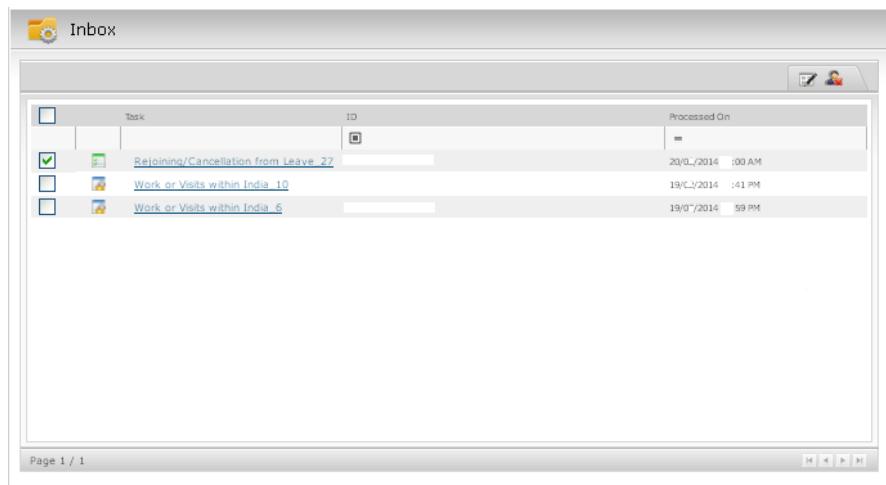
HOD can perform one of two actions

- 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.

HOD can see the status of this task in Task status->Participated->Ongoing
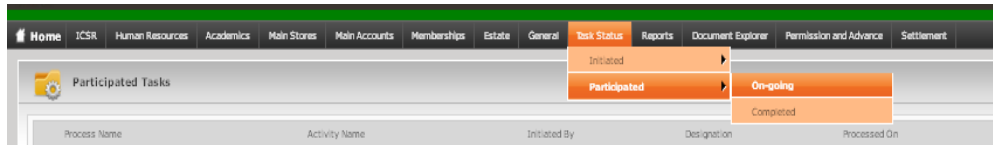
On clicking the "Rejoining or Cancellation of Leave" the task details would appear in right panel of the

grid.
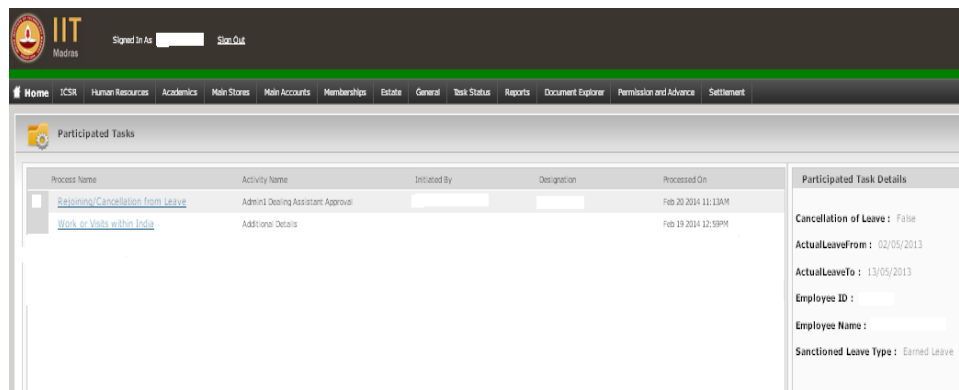
Step3: Admin1 Dealing Assistant

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

ADMIN Dealing Assistant can perform one of two actions

- 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

On clicking the "Rejoining or Cancellation of Leave" the task details would appear in right panel of the

grid.