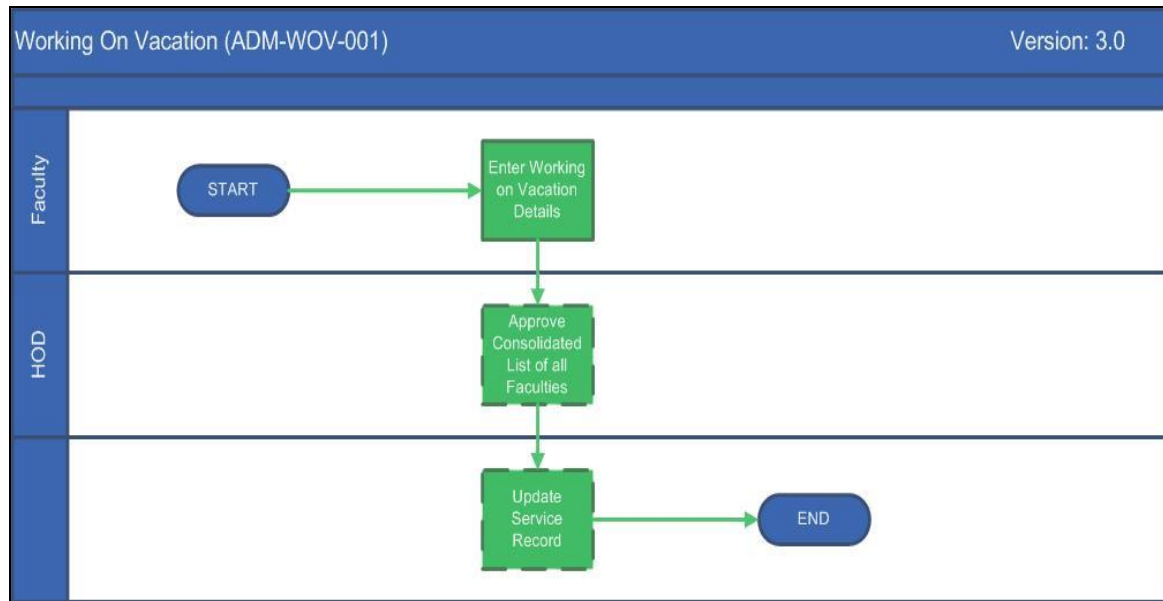


HUMAN RESOURCES – WORK DURING VACATION APPLY

This is the help document for understanding the screen-wise and role-wise activities for the Work During Vacation Apply

HELP DOCUMENT FOR WORK DURING VACATION APPLY

Process Flow Diagram:

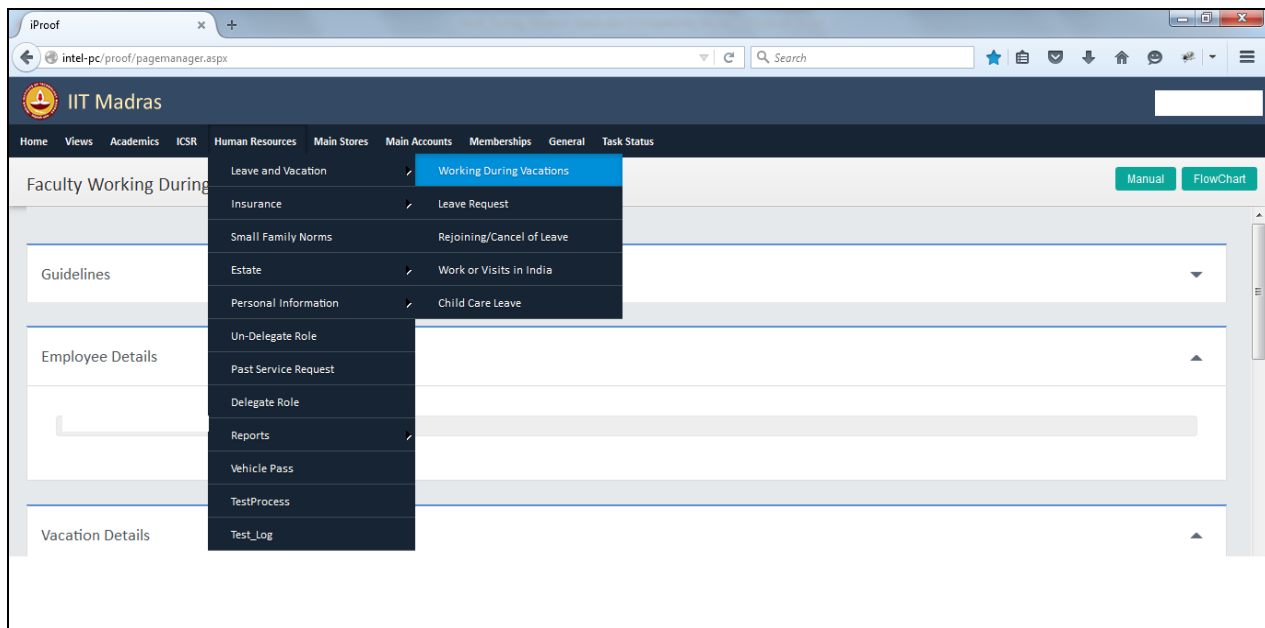


User Roles:

Employee	Roles
Faculty	Applies the working days during vacation days
HOD	Approves the working days during vacation days

Working During Vacation – Help Doc

Login workflow at <https://workflow.iitm.ac.in/employee/> and Click – Human Resources -> Leave and Vacation -> Working During Vacations



Select Vacation Year-Ex:2014-15,Vacation Type –Ex: Summer or Winter. The availed vacation dates will be autopopulated.

The screenshot shows the 'Vacation Details' form. It includes fields for Vacation Year (2014-2015), Vacation Type (Summer), Vacation From (29/10/2015), and Vacation To (27/11/2015). Below these fields is a table titled 'Availed Vacations' showing the following data:

From Date	To Date	Duration
03-11-2015	03-11-2015	1
06-11-2015	09-11-2015	4
08-11-2015	10-11-2015	3
14-11-2015	18-11-2015	5

The bottom of the form shows a status bar with '1 / 1' and navigation icons.

If the details of '2014-15' 'Summer' or 'Winter' has already been submitted before, the user can view those details in Aailed Vacations grid above.

The screenshot displays the 'Faculty Working During Vacation' application on the IIT Madras portal. The main section is titled 'Working Days' and contains a table with the following data:

From Date *	To Date *	Duration
29-10-2015	02-11-2015	5
04-11-2015	05-11-2015	2
11-11-2015	13-11-2015	3
19-11-2015	21-11-2015	3
24-11-2015	27-11-2015	4

Below the table, the 'Total Duration in Days' is calculated as 17. The interface also features a 'Page 1/1' indicator and navigation controls. At the bottom right, there are buttons for 'Save and Hold', 'Submit', and 'Cancel'.

There is another grid which is named as 'Working Days' below the 'Vacation Details' grid, which auto-populates the dates of the working days of an employee, between the vacation periods. And these dates are still editable by an employee, if he/she wishes to change it.

On Click of Submit, the process gets locked to their respective HODs and in turn the HOD can approve the employees' leave in the Approve Work during vacation process.