

Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

"User Manual – Leave & Attendance Module"



MS



Central Warehousing Corporation

Employee Self-Service Portal For Payroll And CPF



Welcome to **CWC HRMS**

HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

HRMS Login

User ID :

Password :

Login

[Forgot Password](#)



Welcome to CWC HRMS

HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

HRMS Login

User ID : 123456A

Password :

Login

Forgot Password



LOGIN PAGE

- Use link : <https://ind.megasoftsol.com/eHRMS/CWC/Login.aspx?cmp=CWC> to access HRMS
- Login securely using your User ID and Password
- Click on “**Forgot Password**” link in case your password is lost or expired
- Your new password will be sent to your registered e-mail address
- Your account will be locked if incorrect password is entered more than three times
- For any related queries, you may contact IT Helpdesk at 011-46067717 between 10 AM to 6 PM

The screenshot displays the HRMS Home Page interface. At the top, a green navigation bar contains menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, Helpdesk, Policies & Forms, Tools, and User Manual. Below this, a dropdown menu is open under the 'Employee' label. The main content area is divided into three sections: a large photo of an award ceremony, a 'Pending Request Dashboard' with a blue circular graphic and a 'Goal Sheet 2019-20 - Review Mid Year' notification, and a right-hand sidebar with sections for Birthday, Wedding Anniversary, and Service Anniversary.

HOME PAGE

- At the home page, you can view and modify the following modules:

1. Profile

2. Leave

3. e-APAR

4. Payroll

5. Medical

6. Request Manager

7. Helpdesk

8. Policies & Forms

9. Tools

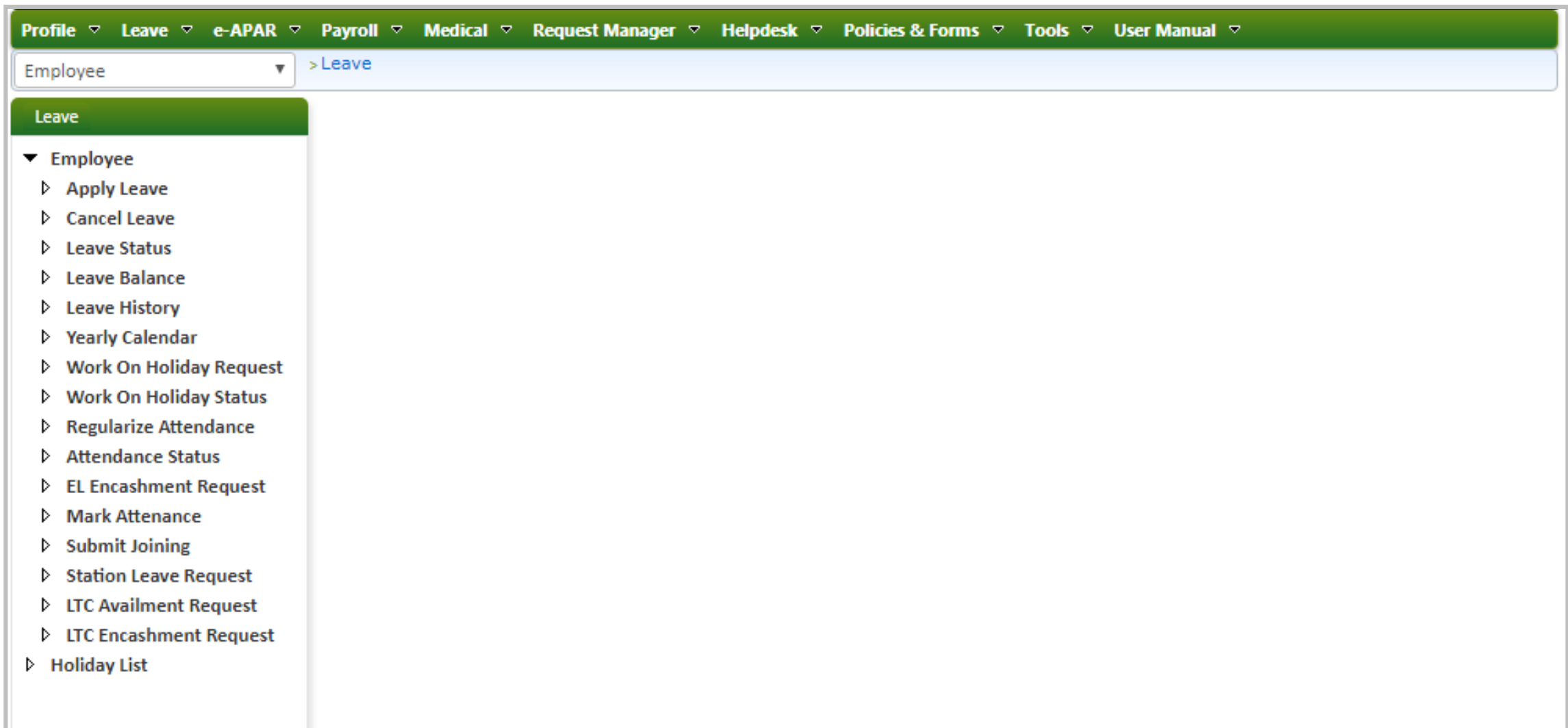
10. User Manual

- Change password of your account using the link provided at the top right corner of the screen
- For each day, birthdays, service and wedding anniversary will appear on right side of the screen

Leave Module Authorization Role – “Employee”



MS



LEAVE MODULE

- As an employee, you are authorized to view and access multiple tabs under leave module as shown above
- Click on the desired tab to access the same

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Apply Leave

Leave Request

Employee: PRIYA GUPTA (14572F)

Application No.*: Application Date*: 03.Dec.2018

Leave Type*: Casual Leave

From Date*: 05/12/2018 Full Day ▾ To Date*: 07/12/2018 Full Day ▾ No.Of Days: 3

Reason for Leave*: DEMO

Note: Please fill reason for leave in the above box (Maximum limit is 500 characters)

Leave Balance			Public Holiday			
Leave Type	Balance	Un-Approved	S.No.	Date	Day	Description
Adoption of Child			1	26.Jan.2018	Fri	Republic Day
Casual Leave	1.00	0.00	2	14.Feb.2018	Wed	Maha Shivratri
Commuted Leave (With Medical Certificate)	-2.00	0.00	3	02.Mar.2018	Fri	Holi
Commuted Leave (Without Medical Certificate)	4.00	0.00	4	29.Mar.2018	Thu	Mahavir Jayanti
Compensatory Holiday			5	30.Mar.2018	Fri	Good Friday
EL Encashable	15.00	0.00	6	30.Apr.2018	Mon	Buddha Purnima
			7	16.Jun.2018	Sat	Idu?l Fitr

APPLY LEAVE

- Choose the type of leave you want to apply from the drop down menu
- Select the dates for which you want to apply leave
- Employee is required to mention the reason for which the leave is being applied
- Half day leave can only be applied in case of CL
- Please note, Compensatory Holiday can only be availed by Cadre C and Cadre D employees
- To submit your leave request, click on the “**Submit**” button present on the screen

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Apply Leave

Leave Request

Employee: PRIYA GUPTA (14572F)

Application No.*: Application Date*: 03.Dec.2018

Leave Type*: Commuted Leave (With Medical Certificate)

From Date*: 05/12/2018 Full Day ▾ To Date*: 07/12/2018 Full Day ▾ No.Of Days: 3

Attachment*: DEMO.docx

Reason for Leave*: DEMO

Note: Please fill reason for leave in the above box (Maximum limit is 500 characters)

Leave Balance			Public Holiday			
Leave Type	Balance	Un-Approved	S.No.	Date	Day	Description
Adoption of Child			1	26.Jan.2018	Fri	Republic Day
Casual Leave	1.00	0.00	2	14.Feb.2018	Wed	Maha Shivratri
Commuted Leave (With Medical Certificate)	-2.00	0.00	3	02.Mar.2018	Fri	Holi
Commuted Leave (Without Medical Certificate)	4.00	0.00	4	29.Mar.2018	Thu	Mahavir Jayanti
			5	30.Mar.2018	Fri	Good Friday
			6	30.Apr.2018	Mon	Buddha Purnima

APPLYING COMMUTED LEAVE (WITH MEDICAL CERTIFICATE)

- In case of Commuted Leave (With Medical Certificate), soft copy of your medical certificate is mandatory to be attached along with the leave
- Click on “**Choose File**” button present in front of Attachment option
- You can upload the soft copy directly from your computer using “**Choose File**” option
- Please note, size of uploaded document shall not be greater than **5 MB**
- Once uploaded, click on “**Submit**” button. An auto-generated mail will be sent to you and your manager

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Apply Leave

Leave

- Employee
 - Apply Leave**
 - Cancel Leave
 - Leave Status
 - Leave Balance
 - Leave History
 - Yearly Calendar
 - Work On Holiday Request
 - Work On Holiday Status
 - Regularize Attendance
 - Attendance Status
 - EL Encashment Request
 - Mark Attendance
 - Submit Joining
 - Station Leave Request
 - LTC Availment Request
 - LTC Encashment Request
 - Holiday List

Leave Request

Employee: PRIYA GUPTA (14572F)

Application No.*: Application Date*: 16.Jul.2019

Leave Type*: **Select**

From Date*: No.Of Days:

Reason for Leave: **Outdoor Duty**

Child Care Leave
 Commuted Leave (Without Medical Certificate)
 Commuted Leave (With Medical Certificate)
 EL Encashable
 EL Non Encashable
 Extra Ordinary Leave
 Half Pay Leave
 Leave Not Due (LND)
 Restricted Holiday

Leave Balance

Leave Type	Balance	Approved
Adoption of Child		
Casual Leave	0.000	0.000
Child Care Leave	662.000	0.000
Commuted Leave (Without Medical Certificate)	6.000	0.000
Commuted Leave (With Medical		

No.	Date	Day	Reason
1	26.Jan.2019	Sat	Republic Day
2	04.Mar.2019	Mon	Maha Shivaratri
3	21.Mar.2019	Thu	Holi
4	17.Apr.2019	Wed	Mahavir Jayanti
5	19.Apr.2019	Fri	Good Friday
6	18.May.2019	Sat	Buddha Purnima

APPLYING OUTDOOR DUTY

- In case you are on duty but working outside the CWC premises for an official purpose, you can apply **Outdoor Duty** by selecting the option from Leave Type drop-down menu
- Select the dates for which you want to apply Outdoor Duty from the calendar option
- Employee is required to mention the reason for which the Outdoor Duty is being applied
- Employees can also avail Outdoor Duty for half day
- To submit your Outdoor Duty request, click on the **“Submit”** button present on the screen

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Policies & Forms ▾ Tools ▾

Employee ▾ > Leave > Employee > Cancel Leave

Leave Type: All From [] To [] Refresh Cancel Export Back

S.No.	<input type="checkbox"/>	Action	Employee ID	Employee Name	From Date	To Date	No.Of Days	Leave Type	Approved On	
1.	<input type="checkbox"/>	View Cancel	14572F	PRIYA GUPTA	17.Aug.2018	17.Aug.2018	1.0	Casual Leave		Pending
2.	<input type="checkbox"/>	View Cancel	14572F	PRIYA GUPTA	14.Aug.2018	14.Aug.2018	1.0	EL Non Encashable		Pending

Left sidebar menu: Employee ▾
 ▶ Apply Leave
 ▶ **Cancel Leave**
 ▶ Leave Status
 ▶ Leave Balance
 ▶ Leave History
 ▶ Yearly Calendar
 ▶ Work On Holiday Request
 ▶ Work On Holiday Status
 ▶ Regularize Attendance
 ▶ Attendance Status
 ▶ Mark Attendance
 ▶ Holiday List

CANCEL LEAVE

- Choose the type of leave you want to cancel from the drop down menu
- You can cancel a leave only prior to the start of the leave
- You can also select the period for which you want to cancel a particular leave
- Click on “**View**” tab to maximize the details of the leave chosen
- To cancel a particular leave, click on the “**Cancel**” tab
- An auto generated mail will be sent to you for your reference

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Policies & Forms ▾ Tools ▾

Employee ▾ > Leave > Employee > Leave Status

Leave

Employee

- ▾ Apply Leave
- ▾ Cancel Leave
- ▾ **Leave Status**
- ▾ Leave Balance
- ▾ Leave History
- ▾ Yearly Calendar
- ▾ Work On Holiday Request
- ▾ Work On Holiday Status
- ▾ Regularize Attendance
- ▾ Attendance Status
- ▾ Mark Attendance
- ▾ Holiday List

Status Pending ▾ Leave Type All ▾ From To Refresh Export Back

S.No.	Action	Employee ID	Employee Name	From Date	To Date	No.Of Days	Leave Type	Approved On	Status
1.	View	14572F	PRIYA GUPTA	17.Aug.2018	17.Aug.2018	1.0	Casual Leave		Pending for Approval
2.	View	14572F	PRIYA GUPTA	14.Aug.2018	14.Aug.2018	1.0	EL Non Encashable		Pending for Approval

LEAVE STATUS

- Choose the status of leave request you want to see from the drop down menu
- You can also select the type of leave or the period for which you want to check the status of a particular leave
- Click on “**View**” tab to maximize the details of the leave chosen
- Status of your leave will be visible at the right corner of the page under the title “**Status**”

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Policies & Forms ▾ Tools ▾

Employee ▾ > Leave > Employee > Leave Balance

Leave

Year 2018 ▾ Leave Type All ▾ Refresh Export Back

Leave Balances

S.No.	Employee ID	Employee Name	Leave Type	Opening Balance	Total Entitlement	Availed Leaves	Leaves Under Approval	Encash Leaves	Closing Balance		Compl
1.	14572F	PRIYA GUPTA	Adoption of Child	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
2.	14572F	PRIYA GUPTA	Casual Leave	3.00	3.00	0.00	1.00	0.00	3.00		CENTRAL WAREHO
3.	14572F	PRIYA GUPTA	Commutated Leave	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
4.	14572F	PRIYA GUPTA	Compensatory Off	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
5.	14572F	PRIYA GUPTA	Earned Leave	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
6.	14572F	PRIYA GUPTA	EL Encashable	16.00	16.00	0.00	0.00	0.00	16.00		CENTRAL WAREHO
7.	14572F	PRIYA GUPTA	EL Non Encashable	60.00	60.00	0.00	1.00	0.00	60.00		CENTRAL WAREHO
8.	14572F	PRIYA GUPTA	Extra Ordinary Leave	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
9.	14572F	PRIYA GUPTA	Half Pay Leave	36.00	36.00	0.00	0.00	0.00	36.00		CENTRAL WAREHO
10.	14572F	PRIYA GUPTA	Leave Not Due (LND)	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
11.	14572F	PRIYA GUPTA	Maternity Leave	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
12.	14572F	PRIYA GUPTA	Paternity Leave	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO
13.	14572F	PRIYA GUPTA	Restricted Holiday	1.00	1.00	0.00	0.00	0.00	1.00		CENTRAL WAREHO
14.	14572F	PRIYA GUPTA	Special Disability	0.00	0.00	0.00	0.00	0.00	0.00		CENTRAL WAREHO

LEAVE BALANCE

- Choose the year for which you want to check your leave balance from the drop down menu
- You can click on the number of availed leaves to view availment history of that particular leave
- Following details of your leave balance will be mentioned at the module:
 - Employee ID
 - Employee Name
 - Leave Type
 - Opening Balance
 - Total Entitlement
 - Availed Leaves
 - Encashed Leaves
 - Closing Balance

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Policies & Forms ▾ Tools ▾

Employee ▾ > Leave > Employee > Leave History

Leave Type: All ▾ From: To: Refresh Export Back

Leave History

S.No.	Employee ID	Employee Name	From Date	To Date	No. Of Days	Leave Type	Application No.
1.	14572F	PRIYA GUPTA	14.Aug.2018	14.Aug.2018	1.00	EL Non Encashable	10037
2.	14572F	PRIYA GUPTA	17.Aug.2018	17.Aug.2018	1.00	Casual Leave	10036

- Employee
 - Apply Leave
 - Cancel Leave
 - Leave Status
 - Leave Balance
 - Leave History**
 - Yearly Calendar
 - Work On Holiday Request
 - Work On Holiday Status
 - Regularize Attendance
 - Attendance Status
 - Mark Attenance
 - Holiday List

LEAVE HISTORY

- Choose the type of leave(s) from the drop-down menu for viewing the history
- You can also select a particular period for the leave history using calendar option
- Following details of your leave history will be mentioned at the module:

1. Employee ID
2. Employee Name
3. From Date
4. To Date
5. No. of Days
6. Leave Type
7. Application Number

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

General Information

Employee ID :14572F	Employee Name :PRIYA GUPTA
Company :CWC CORPORATE OFFICE	Region :CORPORATE OFFICE
Warehouse :CWC CORPORATE OFFICE	Location :DELHI
Department :PERSONNEL DIVISION	Cost Center :CORPORATE OFFICE
CO/RO/WH :Corporate	Category :EXECUTIVE GROUP A
Grade & Scale :E-2	Designation :MANAGER (GENERAL)
Grade Scale :50000-160000	

From 01/01/2020 To 31/12/2020 Go

Employee Code : 14572F Employee Name : PRIYA GUPTA

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan-2020				WW	WW						WW	WW			CC			WW	WW						WW	WW		CC		CC	
Feb-2020	WW	WW						WW	WW						WW	WW				HH	WW	WW							WW		
Mar-2020	WW						WW	WW		HH				WW	WW					WW	WW							WW	WW		
Apr-2020				WW	WW	HH				HH	WW	WW						WW	WW						WW	WW					
May-2020		WW	WW				HH		WW	WW						WW	WW						WW	WW	HH				WW	WW	
Jun-2020						WW	WW						WW	WW						WW	WW						WW	WW			
Jul-2020				WW	WW						WW	WW						WW	WW						WW	WW					
Aug-2020	WW	WW						WW	WW						HH	WW						WW	WW						WW	WW	
Sep-2020					WW	WW							WW	WW					WW	WW					WW	WW					
Oct-2020		HH	WW	WW						WW	WW							WW	WW					WW	WW					HH	WW
Nov-2020	WW						WW	WW						WW	WW					HH	WW	WW					WW	WW	HH		
Dec-2020				WW	WW							WW	WW							WW	WW				HH	WW	WW				

YEARLY CALENDAR

- Using Yearly Calendar, you can check official calendar for a particular year
- You can also select a particular period of time within that year from the date selection option
- For each day, various codes will be mentioned in the red color below the calendar
- For each weekly off, the box will appear “**Dark Green**” in color for that particular day
- For each official holiday, the box will appear “**Light Green**” in color for that particular day

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾


Employee ▾ > Leave > Employee > Work On Holiday Request

Leave

- Employee
 - Apply Leave
 - Cancel Leave
 - Leave Status
 - Leave Balance
 - Leave History
 - Yearly Calendar
 - Work On Holiday Request**
 - Work On Holiday Status
 - Regularize Attendance
 - Attendance Status
 - EL Encashment Request
 - Mark Attendance
 - Submit Joining
 - Station Leave Request
 - LTC Availment Request
 - LTC Encashment Request
- Holiday List

Work On Holiday Request


Employee: PRIYA GUPTA (14572F)

Off Date*: 16/07/2019  Full Day ▾

Remarks

Demo

Submit Reset Back



WORK ON HOLIDAY REQUEST

- Work on Holiday Request option is only applicable for Cadre C and D employees
- Choose the date of weekly off or holiday from the calendar drop-down menu
- You can also choose “**Full Day**” or “**Half Day**” request from the adjacent drop down menu
- Employee is required to mention the reason for which the weekly off/holiday was availed as working
- To submit your request, click on the “**Submit**” tab, present at the bottom of the page
- An auto generated mail will be sent to your manager for approval

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Work On Holiday Status

Leave

- Employee
 - Apply Leave
 - Cancel Leave
 - Leave Status
 - Leave Balance
 - Leave History
 - Yearly Calendar
 - Work On Holiday Request
 - Work On Holiday Status**
 - Regularize Attendance
 - Attendance Status
 - EL Encashment Request
 - Mark Attendance
 - Submit Joining
 - Station Leave Request
 - LTC Availment Request
 - LTC Encashment Request
 - Holiday List

Work On Holiday Status

Status: Pending ▾ From: To: Refresh Export Back

S.No.	Action	Employee ID	Employee Name	Off Date	Status	Reporting Manager ID	Reporting Manager Name	Remarks
1.	View	14572F	PRIYA GUPTA	26.Jan.2019	Pending	11803F	ARVIND CHAUDHRI	for testing purpose
2.	View	14572F	PRIYA GUPTA	16.Jul.2019	Pending	11803F	ARVIND CHAUDHRI	Demo
3.	View	14572F	PRIYA GUPTA	19.Aug.2018	Pending	11803F	ARVIND CHAUDHRI	DEMO
4.	View	14572F	PRIYA GUPTA	12.Jan.2019	Pending	11803F	ARVIND CHAUDHRI	work on saturday

WORK ON HOLIDAY STATUS

- Choose the status of work on holiday request you want to see from the drop down menu
- You can use the calendar option to filter a particular period or time frame
- Click on “View” tab to maximize the details of the work on holiday request chosen
- Status of your work on holiday request will be visible at the right corner of the page under the title “Status” as “Approved”, “Rejected” or “Pending”

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Regularize Attendance

Employee: PRIYA GUPTA (14572F)

Month: Jan 2020 From: 16/12/2019 To: 15/01/2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 Dec 2019 AA	17 Dec 2019 AA	18 Dec 2019 AA	19 Dec 2019 AA	20 Dec 2019 AA	21 Dec 2019 WW	22 Dec 2019 WW
23 Dec 2019 AA	24 Dec 2019 AA	25 Dec 2019 HH	26 Dec 2019 AA	27 Dec 2019 AA	28 Dec 2019 WW	29 Dec 2019 WW
30 Dec 2019 AA	31 Dec 2019 AA	01 Jan 2020 AA	02 Jan 2020 AA	03 Jan 2020 AA	04 Jan 2020 WW	05 Jan 2020 WW
06 Jan 2020 AA	07 Jan 2020 AA	08 Jan 2020 AA	09 Jan 2020 AA	10 Jan 2020 AA	11 Jan 2020 WW	12 Jan 2020 WW
13 Jan 2020 AA	14 Jan 2020 AA	15 Jan 2020 CC	16 Jan 2020	17 Jan 2020	18 Jan 2020	19 Jan 2020

Employee menu:

- Apply Leave
- Cancel Leave
- Leave Status
- Leave Balance
- Leave History
- Yearly Calendar
- Work On Holiday Request
- Work On Holiday Status
- Regularize Attendance**
- Attendance Status
- EL Encashment Request
- Mark Attendance
- Submit Joining
- Station Leave Request
- LTC Availment Request
- LTC Encashment Request
- Holiday List

Tooltip for 26 Dec 2019:

Date : 26 Dec 2019
In Time :
Out Time :
Leave Type : Absent
Status :

REGULARIZE ATTENDANCE

- Employee name and ID will be visible by default at the top of the page
- Choose the month of attendance from the drop down menu
- You can also choose the period for which you wish to see the attendance details
- Shift Time for each day will be mentioned separately below the date
- “Red Color” indicates unmarked attendance or previous month’s attendance
- “Blue Color” marks your present days while “Green Color” indicates fixed holiday and weekly offs

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Regularize Attendance

Employee: PRIYA GUPTA (14572F)

Month: Jan 2020 From: 15/12/2019 To: 15/01/2020

Attendance Request

Shift: From Time: To Time:

Attendance Date*: 02-Jan-2020 In Time: 09:30 Out Time: 18:00

Leave Type: AA Absent Present

Remarks: DEMO

Submit Cancel

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 Dec 2019 WW					22 Dec 2019 WW	
23 Dec 2019 WW					29 Dec 2019 WW	
30 Dec 2019 WW					05 Jan 2020 WW	
06 Jan 2020 AA	07 Jan 2020 AA	08 Jan 2020 AA	09 Jan 2020 AA	10 Jan 2020 AA	11 Jan 2020 WW	12 Jan 2020 WW
13 Jan 2020 AA	14 Jan 2020 AA	15 Jan 2020 CC	16 Jan 2020	17 Jan 2020	18 Jan 2020	19 Jan 2020

CREATE A REGULARIZATION REQUEST

- Attendance date will be visible by default on the screen
- Actual **In-Time** and **Out-Time** has to be manually entered as shown above
- Employee is required to mention the reason for which the attendance is being regularized

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Regularize Attendance

Employee: PRIYA GUPTA (14572F)

Month: Jan 2020 From: 15/12/2019 To: 15/01/2020

Attendance Request

Shift: From Time: To Time:

Attendance Date*: 02-Jan-2020 In Time: 09:30 Out Time: 18:00

Leave Type: AA Absent Present ▾

Remarks: DEMO

Present
Absent
1st Half Present 2nd Half Absent
1st Half Absent 2nd Half Present

Submit Cancel

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 Dec 2019 AA					Dec 2019 WW	22 Dec 2019 WW
23 Dec 2019 AA					Dec 2019 WW	29 Dec 2019 WW
30 Dec 2019 AA					Jan 2020 WW	05 Jan 2020 WW
06 Jan 2020 AA	07 Jan 2020 AA	08 Jan 2020 AA	09 Jan 2020 AA	10 Jan 2020 AA	11 Jan 2020 WW	12 Jan 2020 WW
13 Jan 2020 AA	14 Jan 2020 AA	15 Jan 2020 CC	16 Jan 2020	17 Jan 2020	18 Jan 2020	19 Jan 2020

SELECT ATTENDANCE STATUS

- Employee also has to select the status as:
 - Present
 - Absent
 - 1st Half Present and 2nd Half Absent
 - 1st Half Absent and 2nd Half Present
- To submit your request, click on the **“Submit”** tab, present at the bottom of the page

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾


Employee ▾ > Leave > Employee > Regularize Attendance

Employee: PRIYA GUPTA (14572F)

Month: Jan 2020 From: 16/12/2019 To: 15/01/2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 Dec 2019					21 Dec 2019 WW	22 Dec 2019 WW
23 Dec 2019					28 Dec 2019 WW	29 Dec 2019 WW
30 Dec 2019					04 Jan 2020 WW	05 Jan 2020 WW
06 Jan 2020 AA	07 Jan 2020 AA	08 Jan 2020 AA	09 Jan 2020 AA	10 Jan 2020 AA	11 Jan 2020 WW	12 Jan 2020 WW
13 Jan 2020 AA	14 Jan 2020 AA	15 Jan 2020 CC	16 Jan 2020	17 Jan 2020	18 Jan 2020	19 Jan 2020

Message ✕

 Your Request with Reference No.10134 has been **Submitted** successfully.
and an auto generated mail has been sent for acknowledgement.

Close

REGULARIZATION REQUEST SUBMITTED SUCCESSFULLY

- Once you click on the “**Submit**” button, your request will be submitted and above shown message will appear on the screen as a confirmation
- An auto generated mail will be sent to your manager for approval
- Once your request is approved, you will be notified through email

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Employee > Attendance Status

Leave

Employee

- ▶ Apply Leave
- ▶ Cancel Leave
- ▶ Leave Status
- ▶ Leave Balance
- ▶ Leave History
- ▶ Yearly Calendar
- ▶ Work On Holiday Request
- ▶ Work On Holiday Status
- ▶ Regularize Attendance
- ▶ **Attendance Status**
- ▶ EL Encashment Request
- ▶ Mark Attendance
- ▶ Submit Joining
- ▶ Station Leave Request
- ▶ LTC Availment Request
- ▶ LTC Encashment Request
- ▶ Holiday List

Status Pending ▾ From To

Refresh Export Back

S.No.	Employee ID	Employee Name	Attendance Date	In Time	Out Time	Status	Manager ID	Manager Name	Remarks	Manager Comments
1.	14572F	PRIYA GUPTA	02.Jan.2020	09:30	18:00	Pending			DEMO	

ATTENDANCE STATUS

- Choose the status of attendance request you want to see from the drop down menu
- You can use the calendar option to filter a particular period or time frame
- Status of your attendance request will be visible at the right corner of the page under the title “**Status**” as “**Approved**”, “**Rejected**” or “**Pending**”
- The module will also mention any comments that may have been provided by your Manager

The screenshot shows a web application interface for managing leave requests. At the top, there is a navigation bar with menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, and Tools. Below this is a breadcrumb trail: Employee > Leave > Employee > EL Encashment Request. On the left side, there is a sidebar menu under the heading 'Leave', with sub-items: Employee, Apply Leave, Cancel Leave, Leave Status, Leave Balance, Leave History, Yearly Calendar, EL Encashment Request (highlighted), Submit Joining, Station Leave Request, LTC Availment Request, LTC Encashment Request, and Holiday List. The main content area is titled 'EL Encashment Request' and contains a toolbar with buttons for 'New', 'Status', 'All', 'From', 'To', 'Refresh', 'Export', and 'Back'. A hand cursor is pointing at the 'New' button. Below the toolbar, the text 'There is no record found' is displayed.

EL ENCASHMENT REQUEST

- For EL Encashment Request, click on **Leave -> Employee -> EL Encashment Request**
- Your pending requests (if any) will be visible on the screen
- To create a new request, click on “**New**” button present on the top left corner
- Once you click on “**New**”, a pop-up window will open on the screen to add request details as shown on the next slide

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Tools ▾

Employee

Request Details

Reference No.* 0 Reference Date* 10.Dec.2018

Employee PRIYA GUPTA (14572F)

Eligibility for Max EL Encashment*	12
No. of EL Encashment*	5
No. of Matching EL Applied with Period From	07/12/2018
No. of Matching EL Applied with Period To	11/12/2018
No. of Matching EL Applied	5
Address During Leave	DEMO

That I Have not availed of any encashment of Earned Leave during the calendar year.

Submit Close

ADD NEW EL ENCASHMENT REQUEST

- Add the number of EL to be encashed in the field “**No. of EL Encashment**”
- From the calendar option, add from and to dates as applicable
- Address during leave is required to be furnished in the field provided down below
- Check the declaration box stating “That I have not availed of any encashment of Earned Leave during the calendar year”
- After adding all the details, click on “**Submit**” button at the bottom of the screen

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Tools ▾

Employee ▾ > Leave > Employee > Submit Joining

Leave

Employee

- Apply Leave
- Cancel Leave
- Leave Status
- Leave Balance
- Leave History
- Yearly Calendar
- EL Encashment Request
- Submit Joining**
- Station Leave Request
- LTC Availment Request
- LTC Encashment Request
- Holiday List

Status Pending with ▾ From To Refresh Export Back

S.No.	Action	Employee ID	Employee Name	Application No.	From Date	To Date	Joining Date	Leave Type
1.	Submit	14572F	PRIYA GUPTA	10016	10.Sep.2018	10.Sep.2018		Commuted Leave (Without Medical C
2.	Submit	14572F	PRIYA GUPTA	10037	26.Nov.2018	26.Nov.2018		Commuted Leave (With Medical Certif
3.	Submit	14572F	PRIYA GUPTA	10038	27.Nov.2018	27.Nov.2018		Commuted Leave (With Medical Certif
4.	Submit	14572F	PRIYA GUPTA	10046	20.Nov.2018	22.Nov.2018		Commuted Leave (With Medical Certif

Joining Details

Joining Date*

Remarks*

SUBMIT JOINING

- After availing leave, it is mandatory to submit joining as shown above
- Your availed leaves will be visible on the screen for which joining has not been submitted yet
- Click on “**Submit**” button against the respective leave; a new pop-up window will open on the screen
- Select the date of joining from the calendar option available
- Put your remarks in the given field and click on “**OK**”; Your joining will be submitted successfully
- Submit Joining is not applicable for **CL/CH/RH**

The screenshot shows a web application interface for managing leave requests. At the top, there is a green navigation bar with menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, and Tools. Below this is a light blue header area with a dropdown menu currently set to 'Employee'. The main content area is titled 'Station Leave Request' and features a control bar with buttons for 'New', 'Status', 'Pending v', 'From' (with a calendar icon), 'To' (with a calendar icon), 'Refresh', 'Export', and 'Back'. A message 'There is no record found' is displayed in the center. On the left side, there is a sidebar menu under the heading 'Employee' with the following items: Apply Leave, Cancel Leave, Leave Status, Leave Balance, Leave History, Yearly Calendar, EL Encashment Request, Submit Joining, Station Leave Request, LTC Availment Request, LTC Encashment Request, and Holiday List. A mouse cursor is pointing at the 'New' button.

STATION LEAVE REQUEST

- For Station Leave Request, click on **Leave -> Employee -> Station Leave Request**
- Your pending requests (if any) will be visible on the screen
- To create a new request, click on “**New**” button present on the top left corner
- Once you click on “**New**”, a pop-up window will open on the screen to add request details as shown on the next slide

The screenshot shows a web application interface for submitting a station leave request. The main menu at the top includes options like Profile, Leave, e-APAR, Payroll, Medical, Request Manager, and Tools. The current page is titled 'Station Leave Request' and has a 'New' button. A 'Request Details' modal window is open, containing the following fields:

Reference No.*	<input type="text" value="0"/>	Reference Date*	<input type="text" value="10.Dec.2018"/>
Employee	<input type="text" value="PRIYA GUPTA (14572F)"/>		
When the officer proposes to leave station Date*	<input type="text" value="13/12/2018"/>		
When the officer proposes to leave station Time*	<input type="text" value="10:00"/>		
When the officer proposes to return to station Date*	<input type="text" value="14/12/2018"/>		
When the officer proposes to return to station Time*	<input type="text" value="20:30"/>		
Address during absence from station*	<input type="text" value="DEMO"/>		
Application No. If applied Leave	<input type="text" value="1234"/>		

At the bottom right of the form, there are two buttons: 'Submit' and 'Close'. A hand cursor is pointing to the 'Submit' button.

ADD NEW STATION LEAVE REQUEST

- From the calendar option, select the proposed date and time of leaving the station
- Similarly, select the proposed date and time of returning back to the station
- Address during absence is required to be furnished in the field provided down below
- In case you have applied leave for the same dates, enter the leave application number
- After adding all the details, click on “**Submit**” button at the bottom of the screen
- Your station leave request will be submitted for approval

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Tools ▾

Employee ▾

LTC Availment Request

New Status Pending w ▾ From To Refresh Export Back

There is no record found

Employee ▾
‣ Apply Leave
‣ Cancel Leave
‣ Leave Status
‣ Leave Balance
‣ Leave History
‣ Yearly Calendar
‣ EL Encashment Request
‣ Submit Joining
‣ Station Leave Request
‣ LTC Availment Request
‣ LTC Encashment Request
‣ Holiday List

LTC AVAILMENT REQUEST

- For LTC Availment Request, click on **Leave -> Employee -> LTC Availment Request**
- Your pending requests (if any) will be visible on the screen
- To create a new request, click on **“New”** button present on the top left corner
- Once you click on **“New”**, a pop-up window will open on the screen to add request details as shown on the next slide

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Tools ▾

Employee ▾

LTC Availment Request

New Status Pending v From To Refresh Export Back

Request Details

Reference No.* 0 Reference Date* 10.Dec.2018

Employee PRIYA GUPTA (14572F)

Block Year (YYYY-YY)* 2018-19

LTC Type* Anywhere in India ▾

Travel Place* DEMO

Date of Outward Journey commencing* 13/12/2018 📅

Nature of Leave* CL

No. of Days applied* 7

Block Year Last Availed (YYYY-YY) 2013-14

LTC Type Last Availed Anywhere in India ▾

Conversion against Home Town* Yes ▾

Details of Members including self for whom LTC

Self Name

Self Age

Spouse Name

Spouse Age

Child-1 Name

Submit Close

ADD NEW LTC AVAILMENT REQUEST

- Add the block year for which you want to avail LTC in the format (YYYY-YY)
- Choose the LTC Type, Travel Place and Date of Outward Journey
- Further, you also need to mention the nature of leave and the number of days applied respectively
- For past LTC availment, furnish the block year and type of LTC availed
- Select Yes if Conversion Against Home Town is applicable, otherwise select NO
- Add the details of members travelling for LTC and click on “**Submit**” button at the bottom of the screen

The screenshot shows a web application interface for managing LTC Encashment Requests. At the top, there is a navigation bar with menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, and Tools. Below this is a search bar containing the text "Employee". On the left side, there is a sidebar menu with the following items: Employee (expanded), Apply Leave, Cancel Leave, Leave Status, Leave Balance, Leave History, Yearly Calendar, EL Encashment Request, Submit Joining, Station Leave Request, LTC Availment Request, LTC Encashment Request, and Holiday List. The main content area is titled "LTC Encashment Request" and features a toolbar with buttons for "New", "Status", "Pending w", "From", "To", "Refresh", "Export", and "Back". The "New" button is highlighted with a mouse cursor. Below the toolbar, a message states "There is no record found".

LTC ENCASHMENT REQUEST

- For Station Leave Request, click on **Leave -> Employee -> LTC Encashment Request**
- Your pending requests (if any) will be visible on the screen
- To create a new request, click on **“New”** button present on the top left corner
- Once you click on **“New”**, a pop-up window will open on the screen to add request details as shown on the next slide

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Tools ▾

Employee

Request Details

Reference No.* Reference Date*

Employee

Block Year Last Availed (YYYY-YY)

LTC Type Last Availed

Block Year (YYYY-YY)*

LTC Type*

Details of Members including self for whom LTC

Self Name

Self Age

Spouse Name

Spouse Age

Child-1 Name

Child-1 Age

Child-2 Name

Child-2 Age

Father's Name

Father's Age

ADD NEW LTC ENCASHMENT REQUEST

- Add the block year during which last LTC was availed in format (YYYY-YY)
- Choose the LTC Type for last LTC availed
- Choose the block year and LTC Type for the current LTC Encashment Request
- Add the details of members including self for whom LTC is being encashed
- After furnishing all the required details, click on “**Submit**” button at the bottom of the screen
- Your request will be submitted for approval and auto-generated mail will be sent for acknowledgement

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Leave > Holiday List

Leave Year 2020 ▾

DELHI (0005)

Public Holiday

S.No.	Date	Day	Description
1	26.Jan.2020	Sunday	Republic Day
2	21.Feb.2020	Friday	Maha Shivaratri
3	10.Mar.2020	Tuesday	Holi
4	06.Apr.2020	Monday	Mahavir Jayanti
5	10.Apr.2020	Friday	Good Friday
6	07.May.2020	Thursday	Buddha Purnima
7	25.May.2020	Monday	Id-ul- Fitr
8	01.Aug.2020	Saturday	Id-Uz-Zuha (Bakrid)
9	15.Aug.2020	Saturday	Independence Day
10	30.Aug.2020	Sunday	Muharram
11	02.Oct.2020	Friday	Mahatma Gandhi's Birthday
12	25.Oct.2020	Sunday	Dussehra
13	30.Oct.2020	Friday	Milad-Un-Nabi or Id-e-milad (Birthday of Prophet Mohammad)
14	14.Nov.2020	Saturday	Diwali (Deepavali)
15	20.Nov.2020	Friday	Pratihar Shashthi or Surya Shshthi(Chhat Puja)
16	30.Nov.2020	Monday	Guru nanak'S Birhday
17	25.Dec.2020	Friday	Christmas Day

Restricted Holiday

Employee ▾
 ▶ Apply Leave
 ▶ Cancel Leave
 ▶ Leave Status
 ▶ Leave Balance
 ▶ Leave History
 ▶ Yearly Calendar
 ▶ Work On Holiday Request
 ▶ Work On Holiday Status
 ▶ Regularize Attendance
 ▶ Attendance Status
 ▶ EL Encashment Request
 ▶ Mark Attenance
 ▶ Submit Joining
 ▶ Station Leave Request
 ▶ LTC Availment Request
 ▶ LTC Encashment Request
 ▶ **Holiday List**



HOLIDAY LIST

- To help you plan your leaves better, this tab provides an exhaustive view of all Public and Restricted Holidays for the current year

