

# Training Manual Leave Request



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## **<u>Responsible:</u>** Anyone Having ESS Access

## 1. Leave Request

### 1.1 Create Leave Request / Anyone Having ESS Access

1. Go to Employee Self Services> Self Service List > Leave Requests Created By Me.

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ଲ ସ୍ଥ	Welcome Aamir					
	Production General Manager C Edit personal details My information My team					
	nmary	My career information				Additional information
	Work items assigned to me	Expenses	Certificates	Performance Goals	Attachments	Employee Self Service List
	Questionnaires assigned to	1	CHRP	0 Not started	0	Leave Requests - Created By Me
	Questionnaires assigned to me	Unattached expenses	Expires in 87 days	0 On track	Managa attachments	EQS Requests - Created By Me
		2 Unattached receipts	View all certificates      Next Scheduled Review	View all goals	Manage attachments	Leave Encashment-Request
	Company directory	+ New report   View reports		Total Skills		Advance Requests - Created By Me
	Open jobs	Next Registered Course	0 Ready for review	0		Print Salary Slip
		No future courses scheduled	0 Final review	Most recent update to skills		My Entitlement Balance
			○ View reviews + New review × ·			Clearance Group
				+ Add more skills		End of Service Clearance
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2. Click on Leave Requests Created By Me link.

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ŵ	7	Leave Requests - Create	d By Me									
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Œ		O Leave Request Id	Employee name	Leave Code	Leave Category	Request Date	Leave Start Date	Leave Days Leave End Date	Balance Workflow status			
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					W	e didn't find anything	to show here.					

- 3. Click New.
- 4. A dialog form appears
- 5. Select leave Code
- 6. Select leave category
- 7. Enter Leave Start date
- 8. Enter Leave Days
- 9. Enter reason (optional)
- 10. Click Ok button
- 11. After clicking Ok, leave request will be created.



#### 12. Click on Submit button

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0	Leave Request Id	Employee name	Leave Code	Leave Category	Request Date	Leave Start Date	Leave Days Leave End Date	Balance Workflow status	
	SPL-000008	Erum Iqbal	Annual Leave	Full Day Leave	6/25/2021	2/1/2021	10.00 2/10/2021	14.00 Pending Approval	
	SPL-000011	Mudasir Iqbal	Family Leave	Full Day Leave	6/3/2021	2/9/2021	1.00 2/9/2021	10.00 Completed	
	SPL-000012	Mudasir Iqbal	Family Leave	Full Day Leave	6/3/2021	2/17/2021	1.00 2/17/2021	8.00 Completed	
	SPL-000014	Sheryar Shahid	Sick Leave	Full Day Leave	6/3/2021	2/3/2021	1.00 2/3/2021	5.00 Completed	
	SPL-000015	Muhammad Zeeshan	Sick Leave	Full Day Leave	6/3/2021	2/3/2021	1.00 2/3/2021	5.00 Completed	
۲	SPL-000017	Abrar Ahmad	Compensatory Leave	Full Day Leave	7/7/2021	2/15/2021	1.00 2/15/2021	0.00 Draft	
	SPL-000018	Abrar Ahmad	Annual Leave	Full Day Leave	7/2/2021	2/28/2021	1.00 2/28/2021	5.00 Completed	
	SPL-000019	Abrar Ahmad	Hajj Leave	Full Day Leave	6/30/2021	6/29/2021	2.00 6/30/2021	0.00 Approved	
	SPL-000020	Muhammad Zeeshan	Annual Leave	Full Day Leave	6/3/2021	2/4/2021	1.00 2/4/2021	5.00 Completed	
	SPL-000021	Suleman Shafiq	Sick Leave	Full Day Leave	6/3/2021	1/26/2021	1.00 1/26/2021	5.00 Completed	
	SPL-000022	Suleman Shafiq	Annual Leave	Full Day Leave	6/3/2021	1/27/2021	2.00 1/28/2021	5.00 Completed	
	SPL-000023	Fahad Mazhar	Sick Leave	Full Day Leave	6/3/2021	2/16/2021	1.00 2/16/2021	5.00 Completed	
	SPL-000024	Asim Ali	Sick Leave	Full Day Leave	6/3/2021	2/15/2021	1.00 2/15/2021	5.00 Completed	
	SPL-000025	Khurram Rehman	Sick Leave	Full Day Leave	6/3/2021	2/2/2021	1.00 2/2/2021	5.00 Completed	
	SPL-000026	Zahid Mehmood	Sick Leave	Full Day Leave	6/3/2021	2/11/2021	1.00 2/11/2021	5.00 Completed	
	SPL-000027	ljaz Ahmad	Sick Leave	Full Day Leave	6/3/2021	2/4/2021	1.00 2/4/2021	5.00 Completed	
	SPL-000028	Abrar Ahmad	Paternity Leave	Full Day Leave	7/6/2021	2/3/2021	1.00 2/3/2021	0.00 Pending Approval	
	SPL-000033	Abrar Ahmad	Annual Leave	Full Day Leave	6/25/2021	2/10/2021	5.00 2/14/2021	10.00 Pending Approval	

13. Submit leave request

#### Leave Request

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		SPL-000008	Erum Iqbal	Annual Leave	Full Day Leave	6/25/2021	2/1/2021	10.00 2/10/2021		
		SPL-000011	Mudasir Iqbal	Family Leave	Full Day Leave	6/3/2021	2/9/2021	1.00 2/9/2021		
		SPL-000012	Mudasir Iqbal	Family Leave	Full Day Leave	6/3/2021	2/17/2021	1.00 2/17/2021		
		SPL-000014	Sheryar Shahid	Sick Leave	Full Day Leave	6/3/2021	2/3/2021	1.00 2/3/2021		
		SPL-000015	Muhammad Zeeshan	Sick Leave	Full Day Leave	6/3/2021	2/3/2021	1.00 2/3/2021		
		SPL-000018	Abrar Ahmad	Annual Leave	Full Day Leave	7/2/2021	2/28/2021	1.00 2/28/2021		
		SPL-000019	Abrar Ahmad	Hajj Leave	Full Day Leave	6/30/2021	6/29/2021	2.00 6/30/2021		
		SPL-000020	Muhammad Zeeshan	Annual Leave	Full Day Leave	6/3/2021	2/4/2021	1.00 2/4/2021		
		SPL-000021	Suleman Shafiq	Sick Leave	Full Day Leave	6/3/2021	1/26/2021	1.00 1/26/2021		
		SPL-000022	Suleman Shafiq	Annual Leave	Full Day Leave	6/3/2021	1/27/2021	2.00 1/28/2021		
		SPL-000023	Fahad Mazhar	Sick Leave	Full Day Leave	6/3/2021	2/16/2021	1.00 2/16/2021		
		SPL-000024	Asim Ali	Sick Leave	Full Day Leave	6/3/2021	2/15/2021	1.00 2/15/2021		
		SPL-000025	Khurram Rehman	Sick Leave	Full Day Leave	6/3/2021	2/2/2021	1.00 2/2/2021		
		SPL-000026	Zahid Mehmood	Sick Leave	Full Day Leave	6/3/2021	2/11/2021	1.00 2/11/2021		
		SPL-000027	ljaz Ahmad	Sick Leave	Full Day Leave	6/3/2021	2/4/2021	1.00 2/4/2021	Activate Windows	
		SPL-000028	Abrar Ahmad	Paternity Leave	Full Day Leave	7/6/2021	2/3/2021	1.00 2/3/2021	Go to Settings to activate Mindee	1
		SPL-000033	Abrar Ahmad	Annual Leave	Full Day Leave	6/25/2021	2/10/2021	5.00 2/14/2021	Submit	Cancel

14. Approve Leave Request by all approvers

#### Note:

- System sent emails to workflow submitter and approvers.
- After all approvals system will auto update the leave balance.

## **Responsible:** Workflow Approver

## 2. How to Approve a Leave request

## 2.1 Access employee self-service portal

- 1. Go to **Path:** workspaces> employee self service
- 2. Click on Work items assigned to me.

Ξ	Options 🔎					0    ×
	Welcome Aamir A Production General Manager Z Edit personal details My information My team					
	nmary	My career information				Additional information
	Work items assigned to me	Expenses	Certificates	Performance Goals	Attachments	Employee Self Service List  I Need Help From HR
	Questionnaires assigned to	1 Unattached expenses	CHRP	0 Not started 0 On track	0	Leave Requests - Created By Me
	me	2 Unattached receipts	View all certificates	0 Needs improvement	Manage attachments	EOS Requests - Created By Me
	Company directory					Leave Encashment-Request
	Open jobs	+ New report @ View reports	0 In progress	Total Skills		Advance Requests - Created By Me Print Salary Slip
		Next Registered Course	0 Ready for review	0		My Entitlement Balance
		No future courses scheduled	○ View reviews + New review ✓ ·	Most recent update to skills		Clearance Group
				+ Add more skills	·	End of Service Clearance
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#### 3. Select leave request

+New					⊗ <b>0</b> ( <b>0</b> (
Work items assigned Approve 22 : ABRAR AHMAD					
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Request Change					
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O ID Recall	Subject	Document type	Due date time	From	Created dat
Advance Reque View history Abrar Ahmad	Kindly Approve	Employee Advance Request	7/14/2021 7:26:00 PM	Admin	7/13/2021
	Kindly Approve	PREmployeePFWithDrawls	7/12/2021 8:27:00 PM	Admin	7/9/2021 8
	Kindly Approve	PREmployeePFWithDrawls	7/9/2021 8:36:00 PM	Admin	7/8/2021 8
Advance Request Id: SPL-000008, Abrar Ahmad	Kindly Approve	Employee Advance Request	7/7/2021 6:21:00 PM	Admin	7/6/2021 6
Leave Request Id: SPL-000028, Abrar Ahmad	Kindly Approve	Employee Leave Requests	7/7/2021 12:24:00 PM	Admin	7/6/2021 1
	Kindiy Approve	PREmployeePFWithDrawls	7/6/2021 9:31:00 PM	Admin	7/5/2021
	Kindly Approve	PREmployeePFWithDrawls	7/6/2021 8:27:00 PM	Admin	7/5/2021
EOS Request Id: SPL-000031	Kindly Approve	Employee EOS Request	7/6/2021 1:37:00 PM	Admin	7/5/2021
	WorkFlow	PREmployeeArrearRequests	7/2/2021 8:01:00 PM	Admin	7/1/2021
	WorkFlow	PREmployeeArrearRequests	7/2/2021 8:01:00 PM	Admin	7/1/2021
Leave Request Id: SPL-000038, Ali Ejaz	Kindly Approve	Employee Leave Requests	7/1/2021 1:53:00 PM	Admin	6/30/202
Employee Id: 000018677, Probation Extension	Kindly Approve	HCMEmployeeTransferRequ	7/1/2021 12:51:00 PM	Admin	6/30/202
Leave Request Id: SPL-000008, Erum Iqbal	Kindly Approve	Employee Leave Requests	7/1/2021 10:32:00 AM	Admin	6/30/202
Leave Request Id: SPL-000033, Abrar Ahmad	Kindly Approve	Employee Leave Requests	7/1/2021 10:32:00 AM	Admin	6/30/202
	WorkFlow	PREmployeeArrearRequests	7/1/2021 10:32:00 AM	Admin	6/30/2021
Advance Request Id: SPL-000025, Abrar Ahmad	Kindly Approve	Employee Advance Request	7/1/2021 10:32:00 AM	Admin	6/30/2021
Advance Request Id: SPL-000026, Arslan Aftab	Kindly Approve	Employee Advance Request	7/1/2021 10:32:00 AM	Admin	6/30/2021
Worker: Muhammad Asghar, 1/2/2021	Time Registration	Electronic timecard	6/10/2021 5:51:00 PM	Admin	6/9/2021
EOS Request Id: SPL-000005	Kindly Approve	Employee EOS Request	5/18/2021 7:19:00 PM	Admin	5/17/2021
Loan Request Id: SPL-000001, Fezan Ameen Butt	Kindly Approve	Employee Loan Request	5/18/2021 6:15:00 PM	Admin	5/17/2021
HR Help Desk Request Id: SPL-000002, Fezan Ameen Butt	Help Desk Request	Help Desk Request	5/18/2021 5:56:00 PM	Admin	5/17/2021
HR Help Desk Request Id: SPL-000001, Fezan Ameen Butt	Help Desk Request	Help Desk Request	5/18/2021 5:54:00 PM	Admin	5/17/2021

- 4. Click on **Workflow** button and select the desired action. Approver will have the following actions:
  - a) Approve (If approver selects the approve action then it means that this request is fine for him/her and the request moves to the next approver if there is another approval required).
  - b) Reject (If approver selects the reject action then the request is sent back to requester with comments to edit the request and re-submit the request again).
  - c) Change Request (Is the approver selects the Change Request action then he/she is sending the request to change some information in the request.
  - d) Delegate (If the user selects the delegate action then he/she has to select the concerned user to delegate his/her task for actions on the request).

#### Notes: If approver wants to see document detail, he/she need to click open button and view request detail.

5. Click on **Approve** button.

Finance and Operations	Search for a page		
+New 🗓 Delete Open ◯Workflow ∽ Options 🕫		Leave Request - Approve	
Work items assigned to me   SPL-000022 : ABRAR AHMAD		Comment	
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	Kindly Approve	PREmployee	
	Kindly Approve	PREmployee	
Advance Request Id: SPL-000008, Abrar Ahmad	Kindly Approve	Employee Ac	
Leave Request Id: SPL-000028, Abrar Ahmad	Kindly Approve	Employee Le	
	Kindly Approve	PREmployee	
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Leave Request Id: SPL-000038, Ali Ejaz	Kindly Approve	Employee Le	
Employee Id: 000018677, Probation Extension	Kindly Approve	HCMEmploy	
Leave Request Id: SPL-000008, Erum Igbal	Kindly Approve	Employee Le	
Leave Request Id: SPL-000033, Abrar Ahmad	Kindly Approve	Employee Le	
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HR Help Desk Request Id: SPL-000002. Fezan Ameen Butt	Help Desk Request	Help Desk Ri	
HP Help Deck Dequest Id: SPL-000001 Fezan Ameen Butt	Help Deck Pequest	Hein Deck D	Approx

- 6. Enter Comments.
- 7. Click on **Approve** button to approve the request.
- 8. After the completion of the workflow, system auto sent an email notification to the request initiator.

## 2.2 Leave Encashment

## **Create Leave Encashment Request / Anyone Having ESS Access**

1. Go to Employee Self Services> Self Service List > Leave Encashment Requests.

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©	Senior Software Architec	-t ails					
3	My information						
	Additional information  Employee Self Service List I Need Help From HR Leave Requests - Created By Me EOS Requests - Created By Me Advance Requests - Created By Me Print Salary Slip Employee Provident Fund Requests Employee Gratuity Requests SWF Requests - Created By Me Leave Encashment-Request	Centers Earnings Employee Time Centers Centers Benefit/Deductions Employee Benefit Deductions Center Time Sheet Time Sheet PERFORMANCE Performance journal Send feedback	^ 5	COMPETENCIES Employee Training Requisition Courses Education Positions of trust Professional experience Project experience ORGANIZATION Job details Loaned equipment Signing limits	QUESTIONNAIRE Completed questionnaires Complete a questionnaire Material Request Material request prepared by me Purchase requisitions Purchase requisitions prepared by me	^ - -	

- 2. Click New.
- 3. A dialog form appears
- 4. Enter Leave Days
- 5. Enter reason (optional)
- 6. Click Ok button
- 7. After clicking Ok, leave encashment request will be created.

#### IBA Institute of Business Administration

#### Leave Request

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#### 8. Click on **Submit** button

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