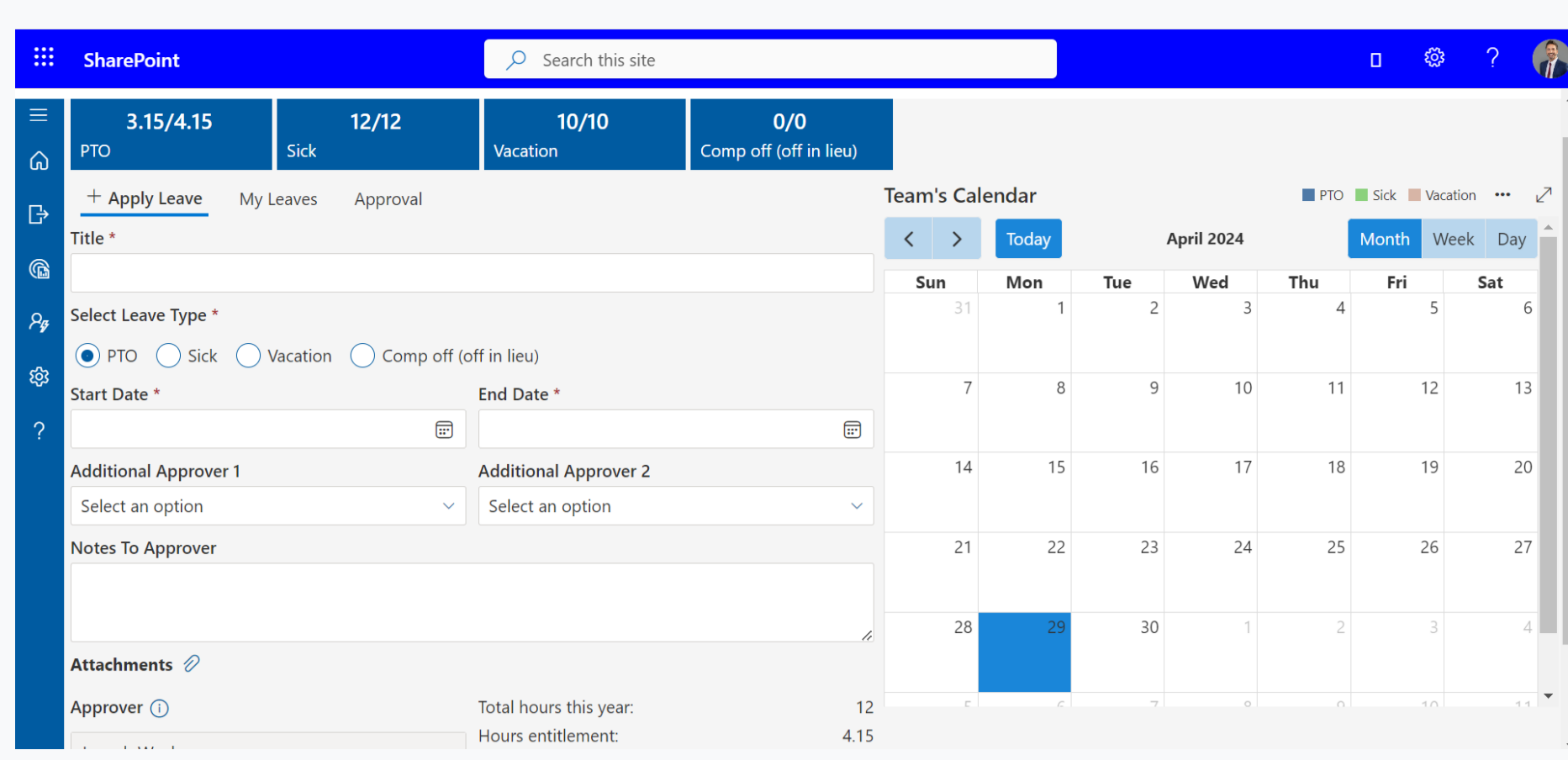


Time off Manager 365

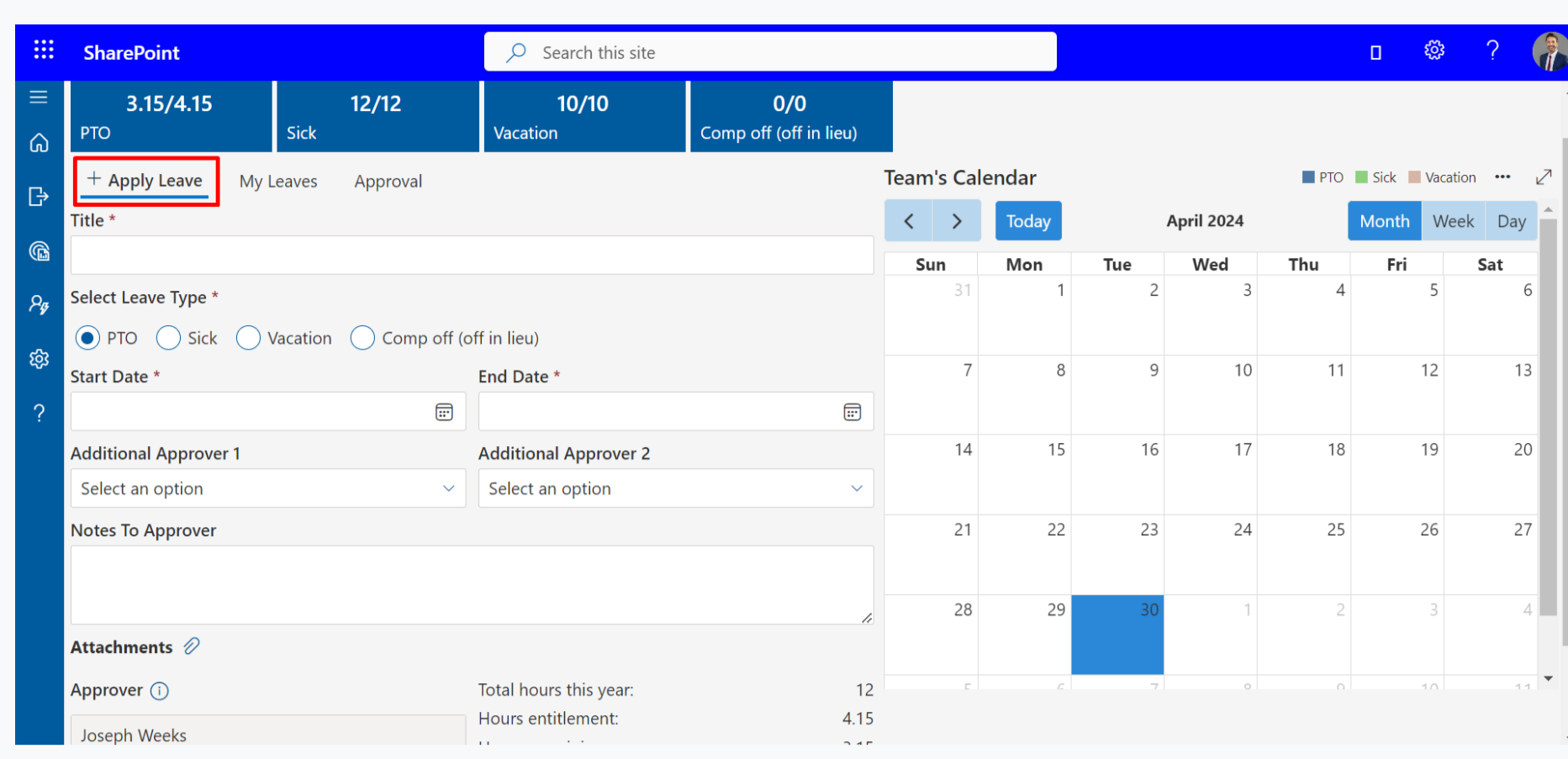
Admin Guide

- Introduction
- Home Page
- Architecture Diagram
- HR actions
- Public Holidays
- Users
- Reports
- System Settings
- Help

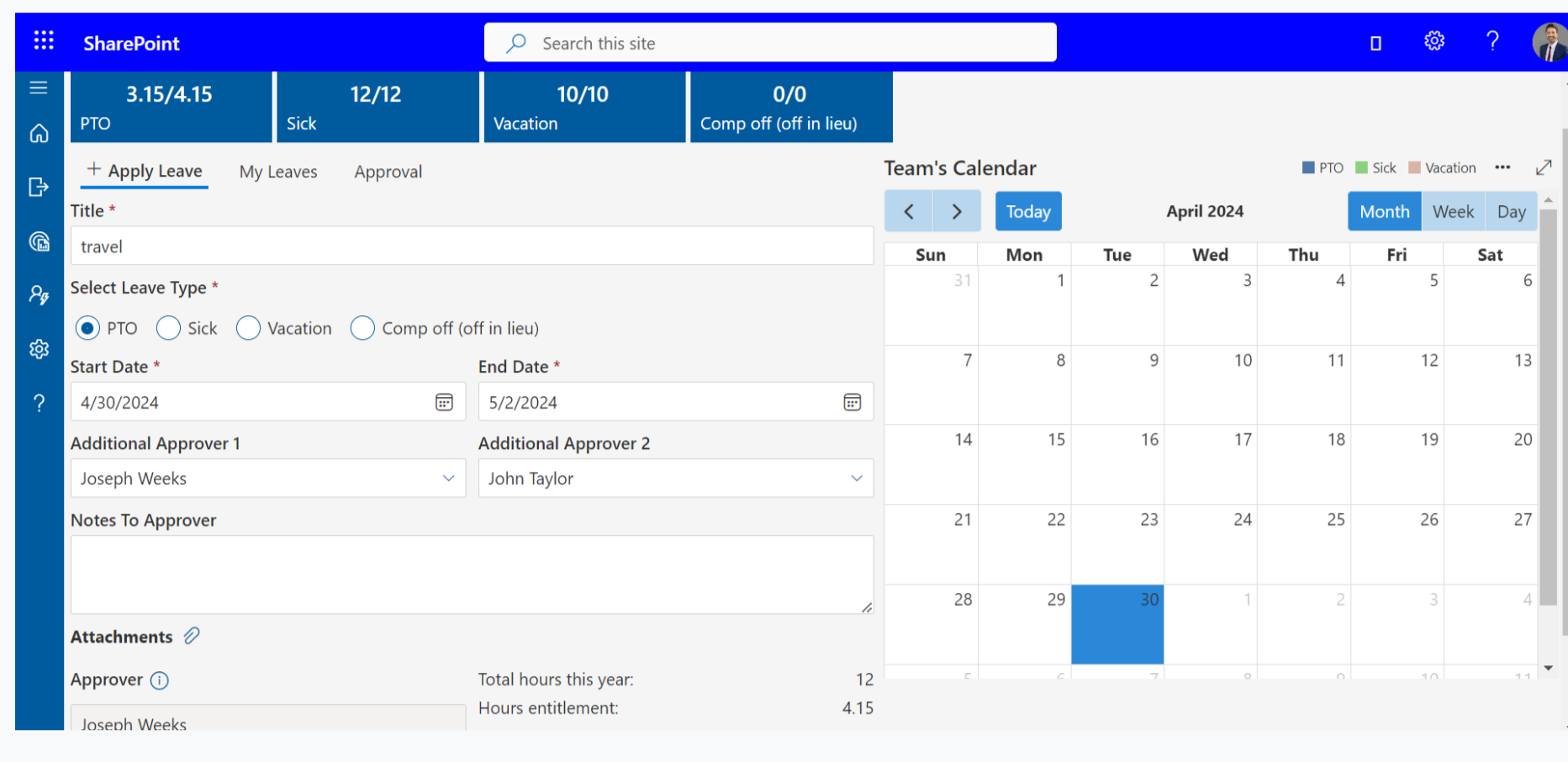
Home Page



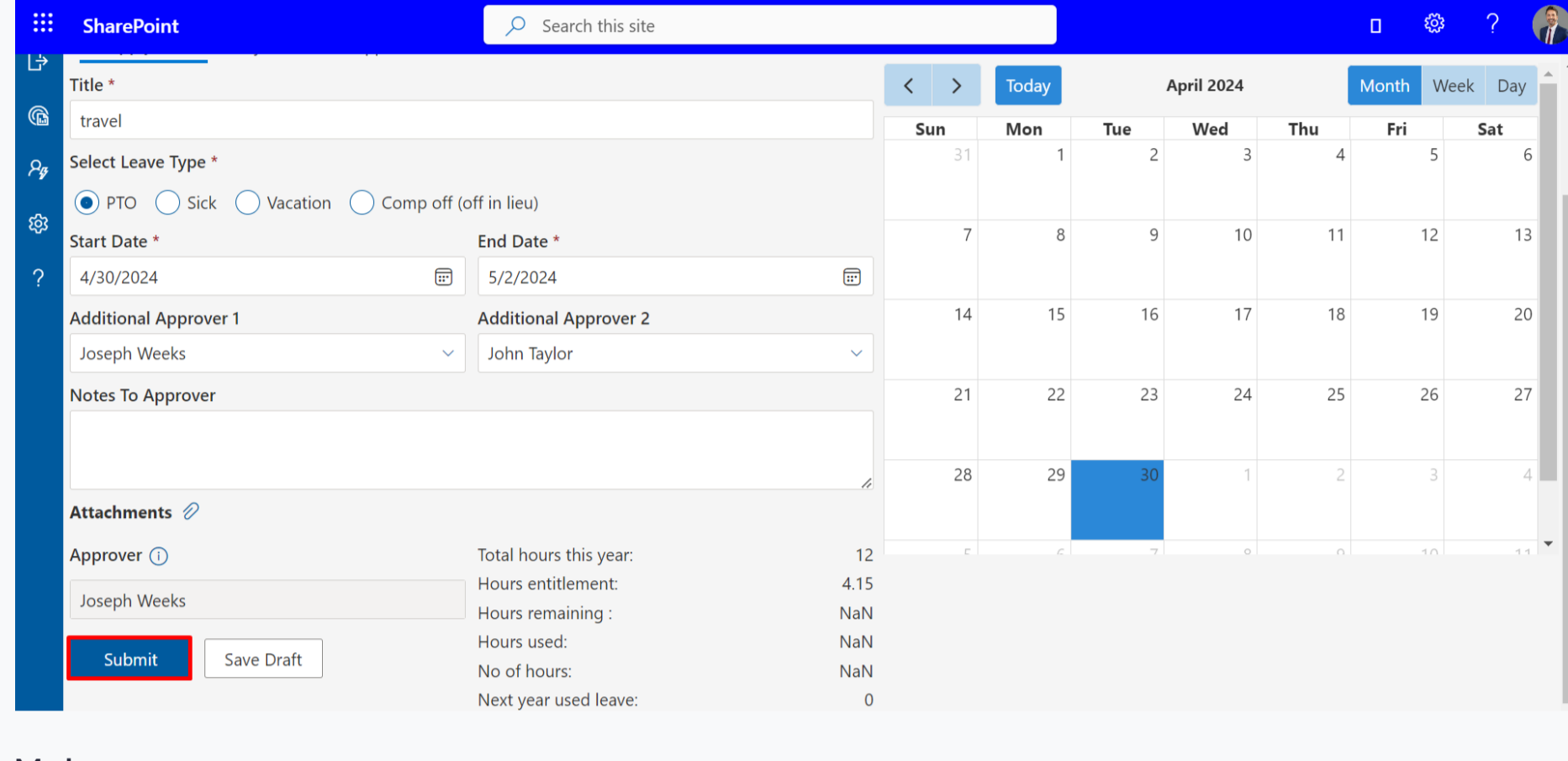
Apply Leave: Click on + Apply Leave, it would open an apply leave form, users could request the leave.



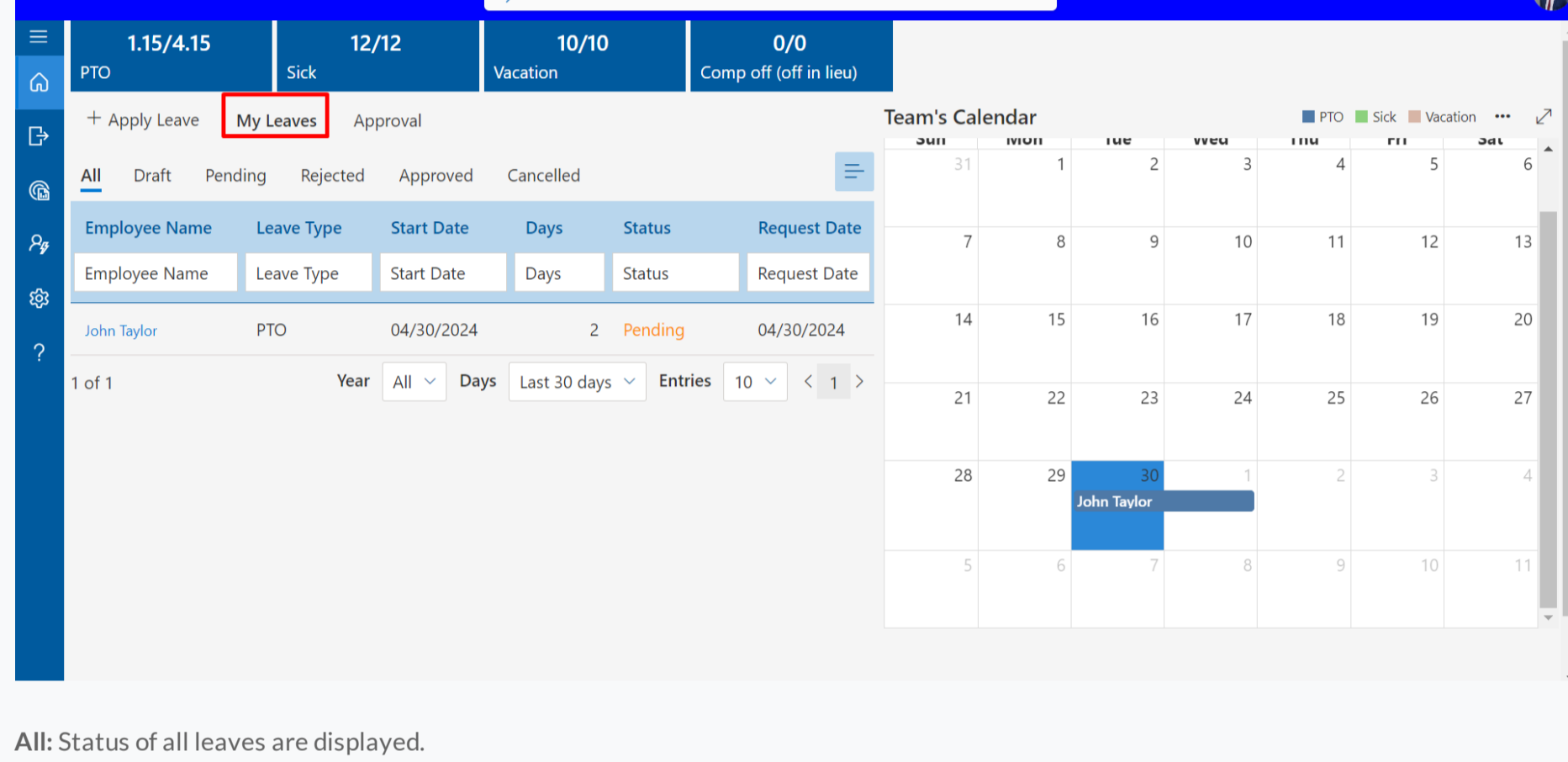
Fill in the information as needed.



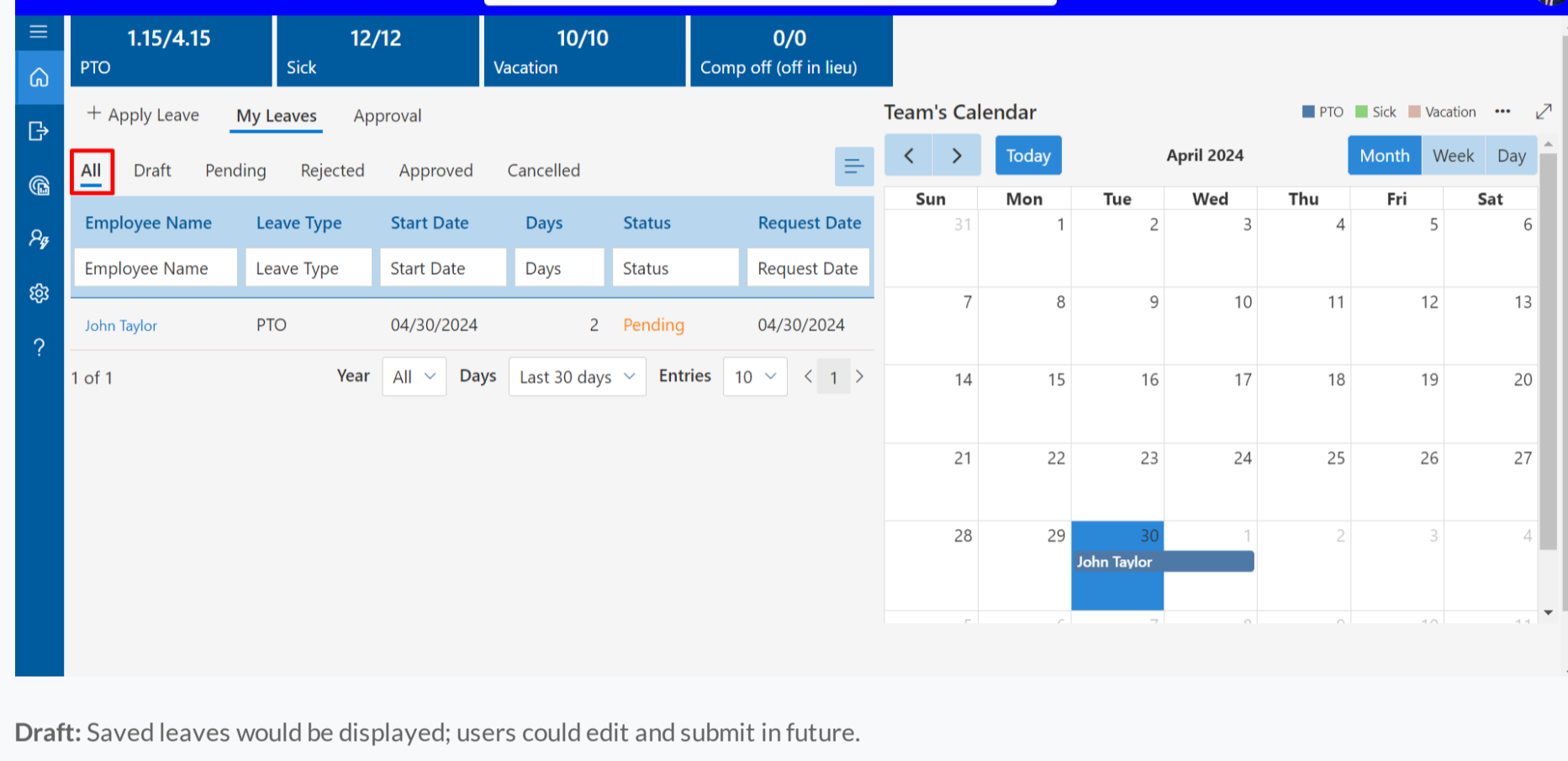
Click on Submit button to apply to leave.



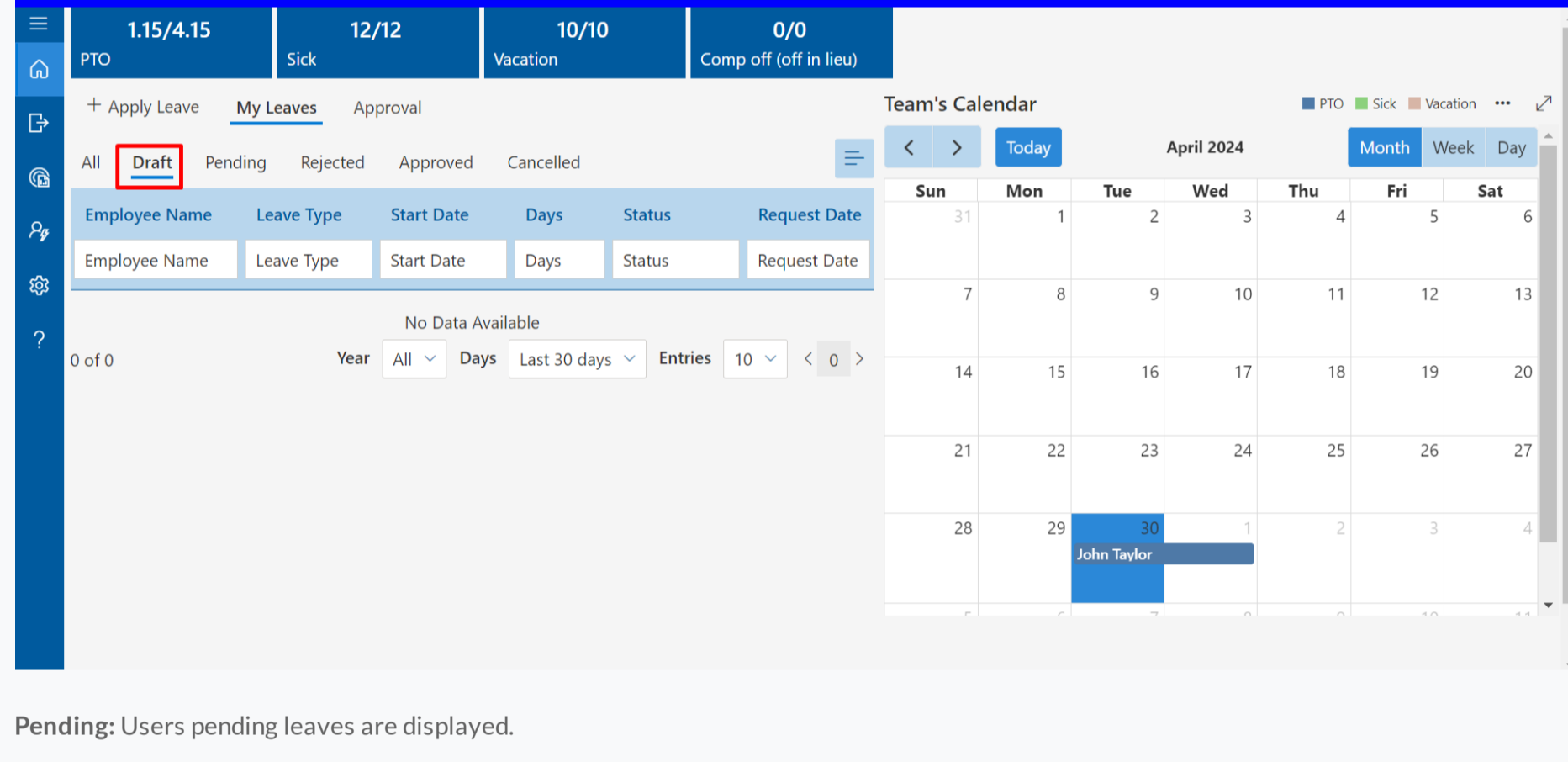
My leaves



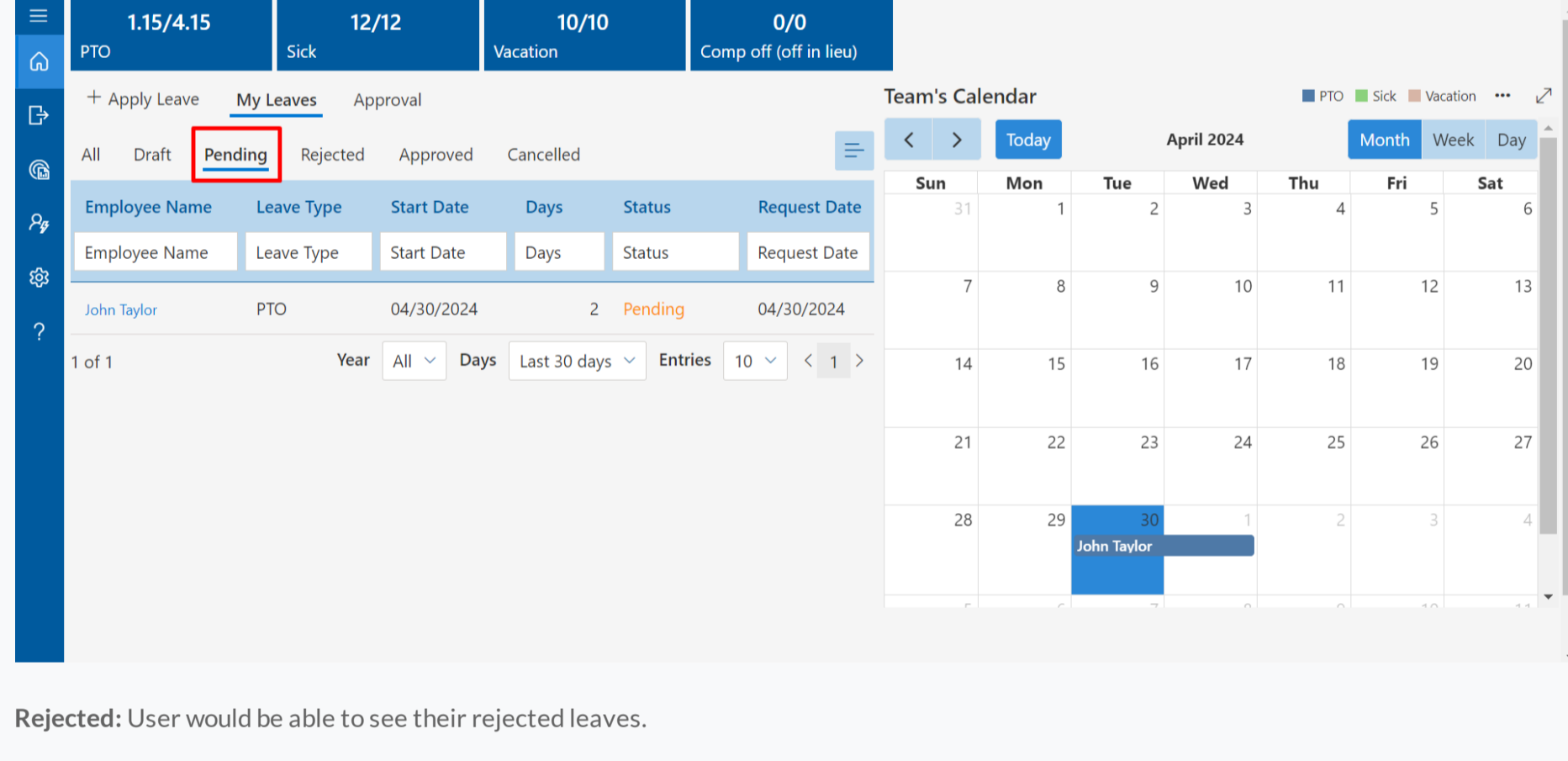
All: Status of all leaves are displayed.



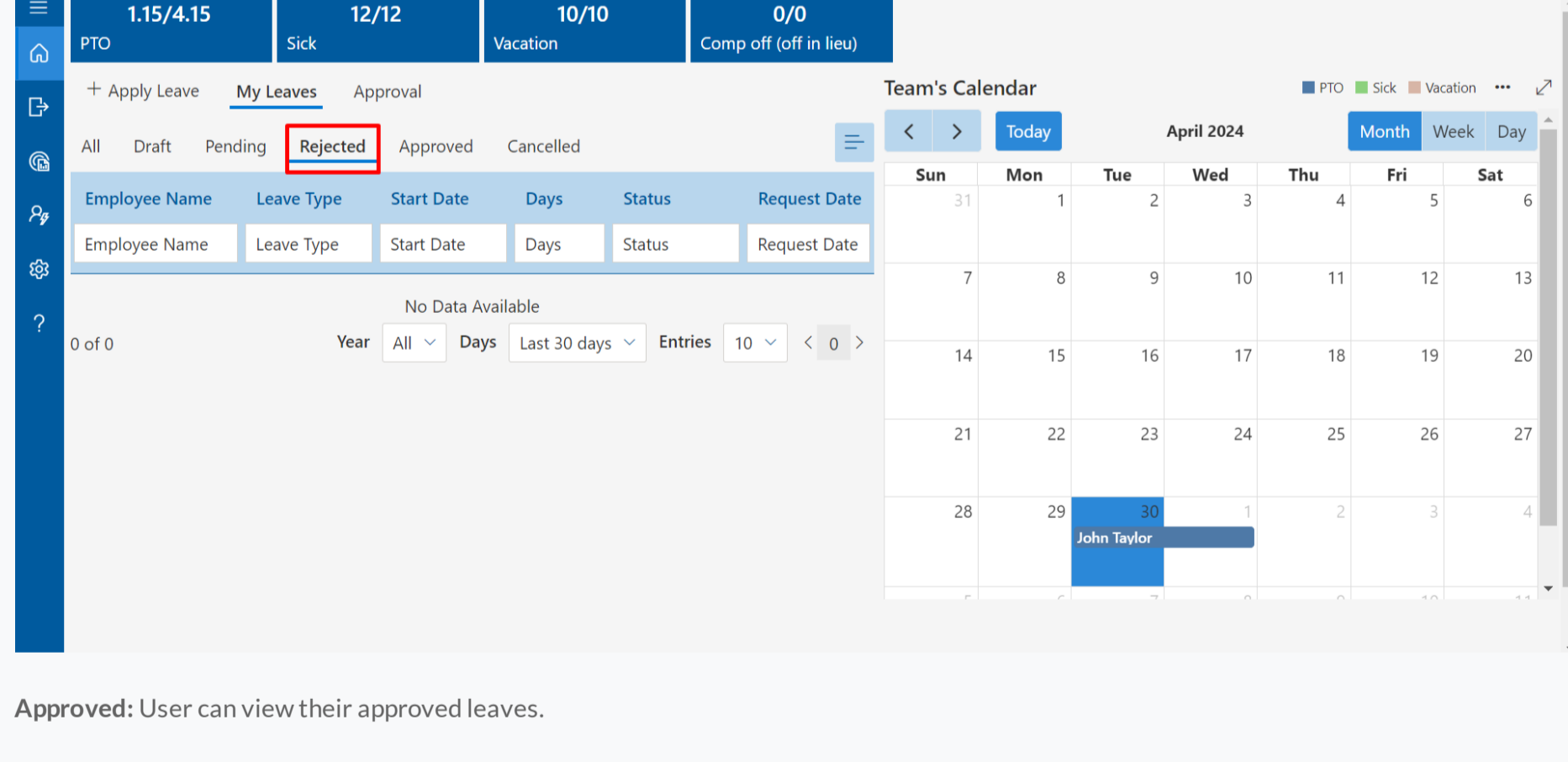
Draft: Saved leaves would be displayed; users could edit and submit in future.



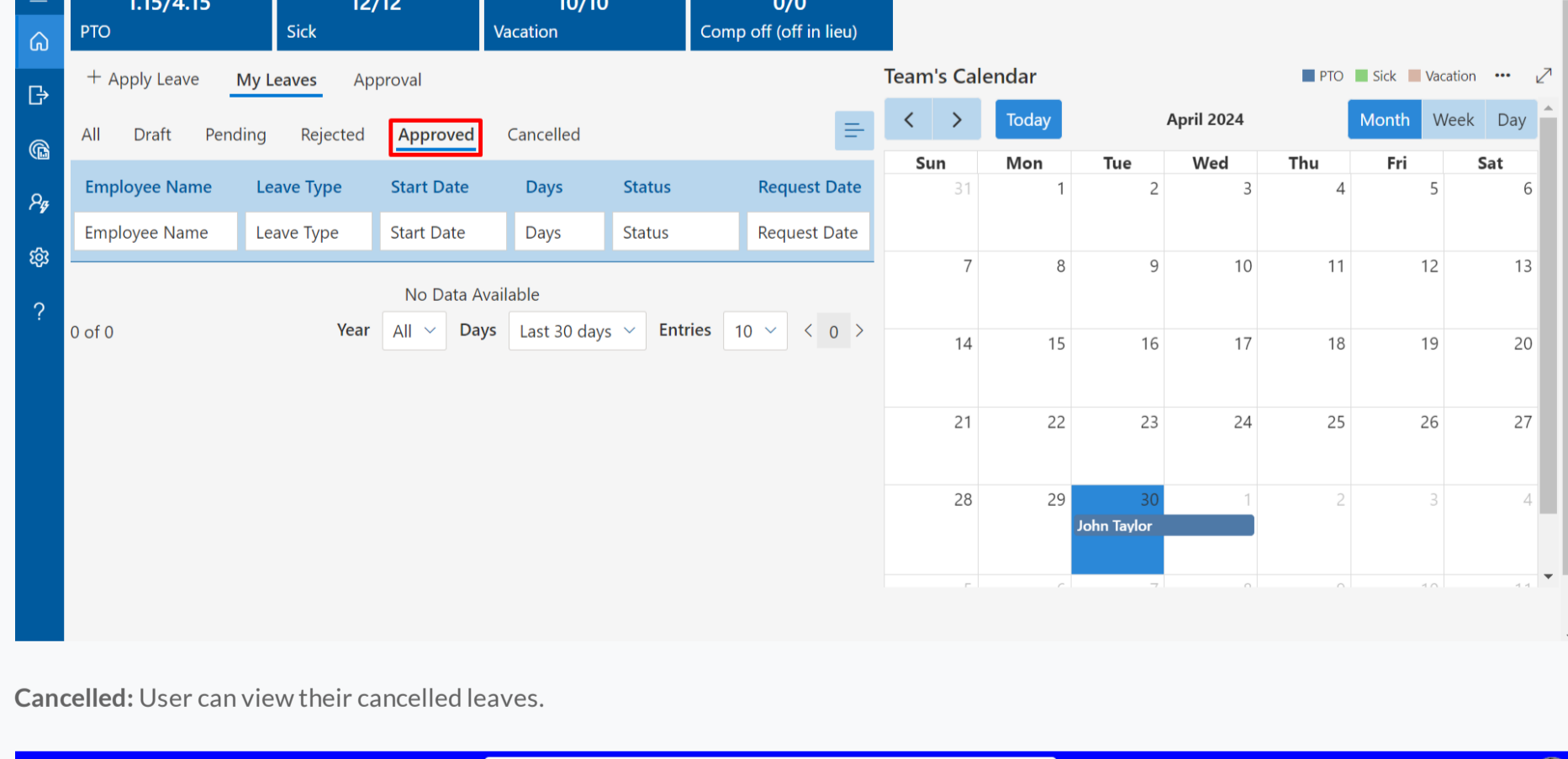
Pending: Users pending leaves are displayed.



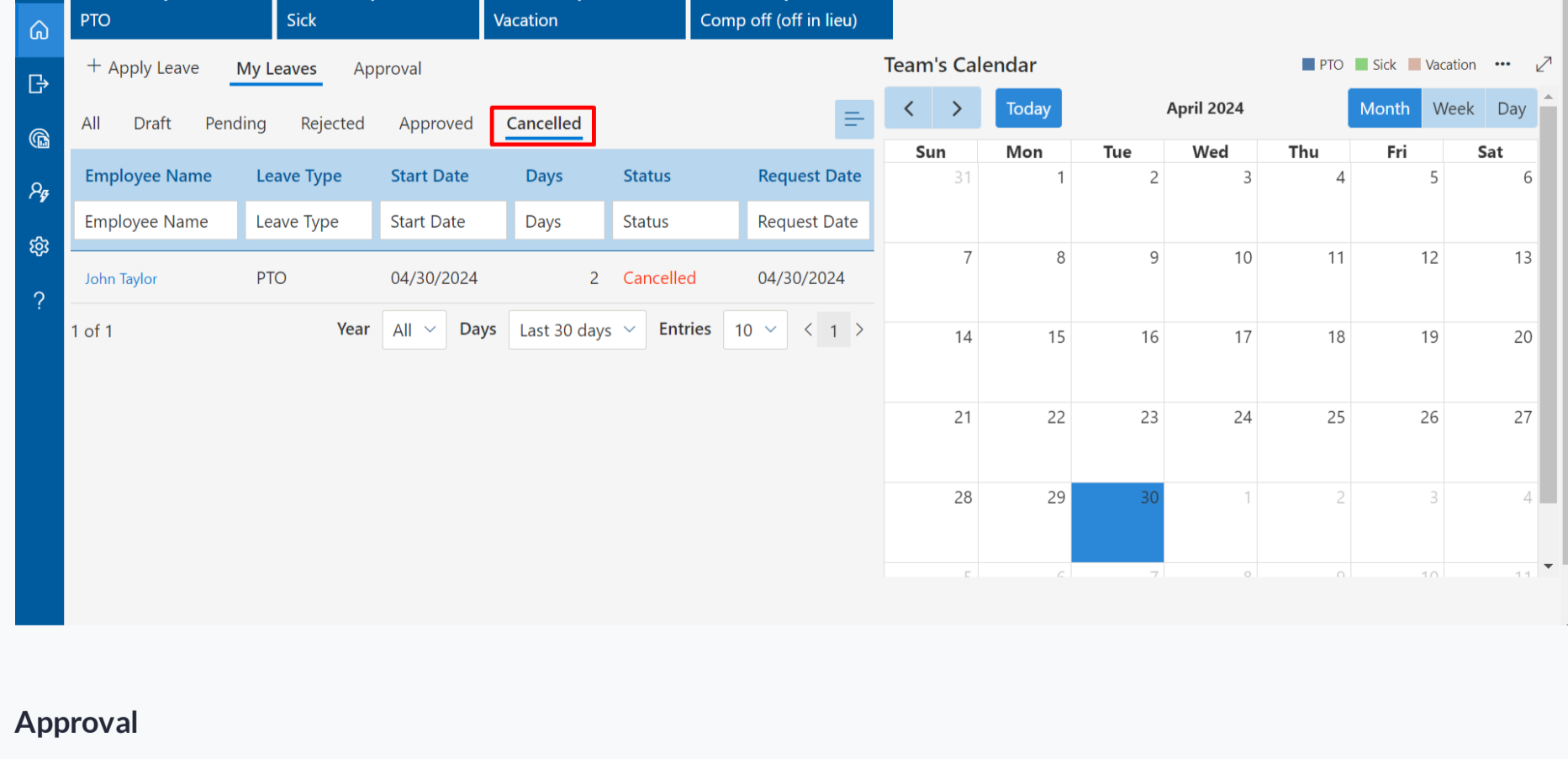
Rejected: User would be able to see their rejected leaves.



Approved: User can view their approved leaves.

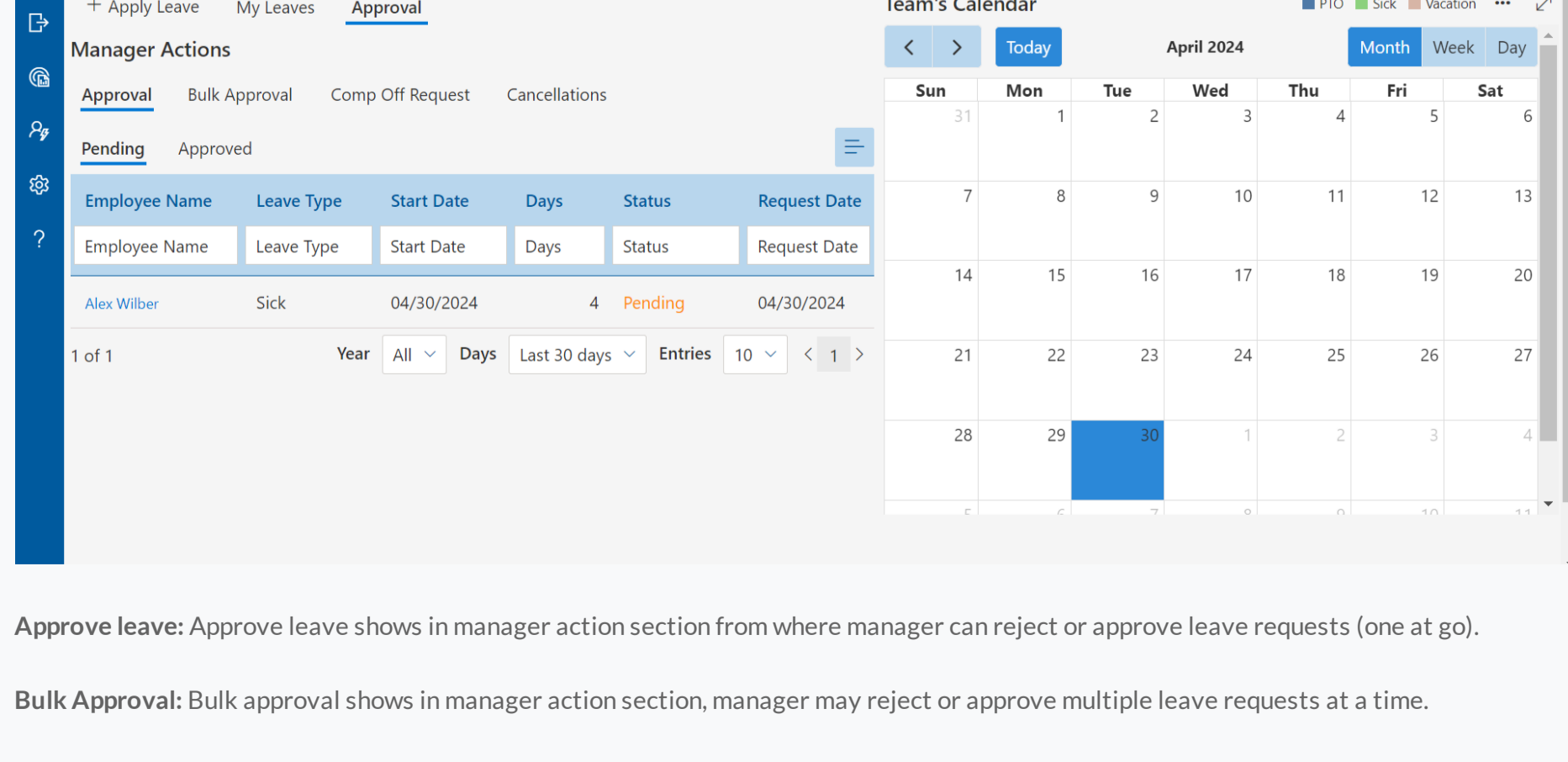


Cancelled: User can view their cancelled leaves.



Approval

This section is visible only for admins, managers and user (who had Pending Leaves for Approve or Reject), from where leave can be approved or rejected.



Approve leave: Approve leave shows in manager action section from where manager can reject or approve leave requests (one at go).

Bulk Approval: Bulk approval shows in manager action section, manager may reject or approve multiple leave requests at a time.

Cancellation: Managers would be able to see all the cancelled leave requests of their employees and could approve or reject them.

Comp off(off in lieu): Managers would be able to see all add comp off requests of their employees and could either approve or reject them.