

# Training Manual Leave Request



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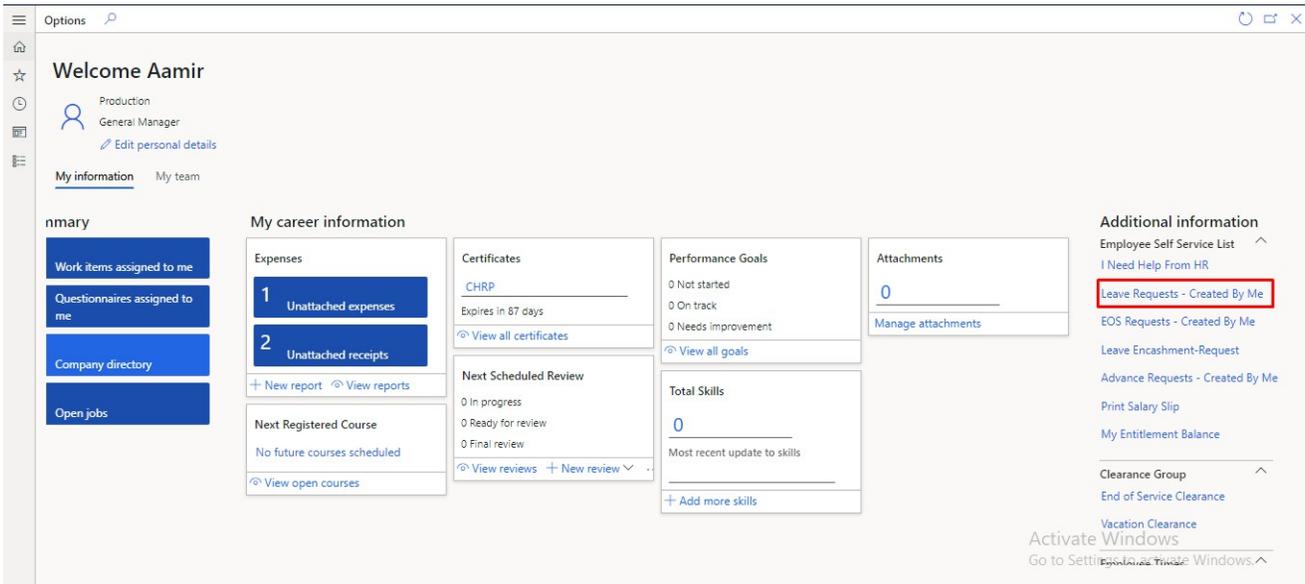
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**Responsible: Anyone Having ESS Access**

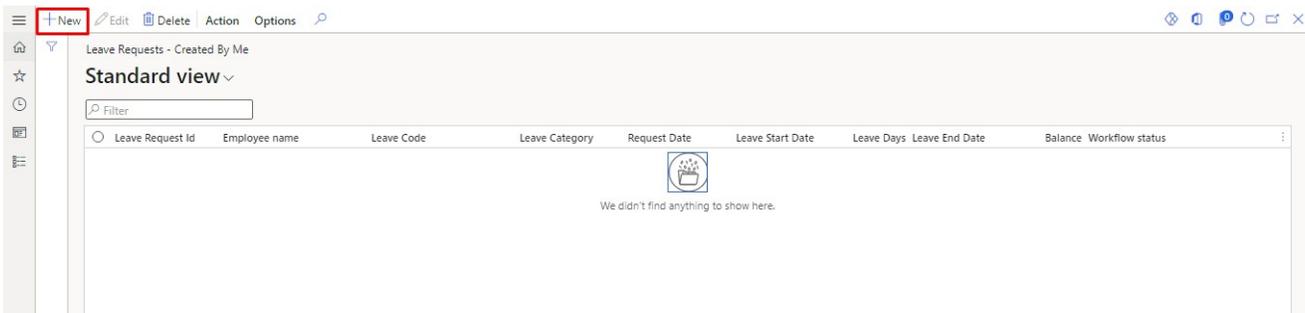
**1. Leave Request**

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

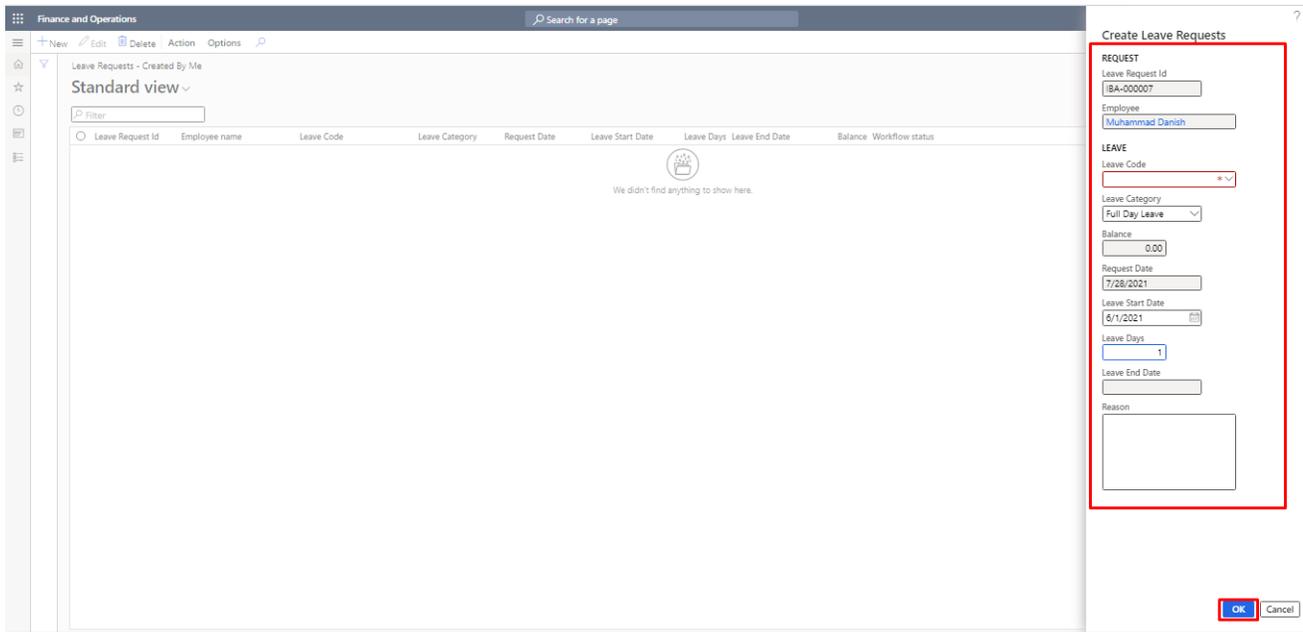
1. Go to Employee Self Services> Self Service List > Leave Requests Created By Me.



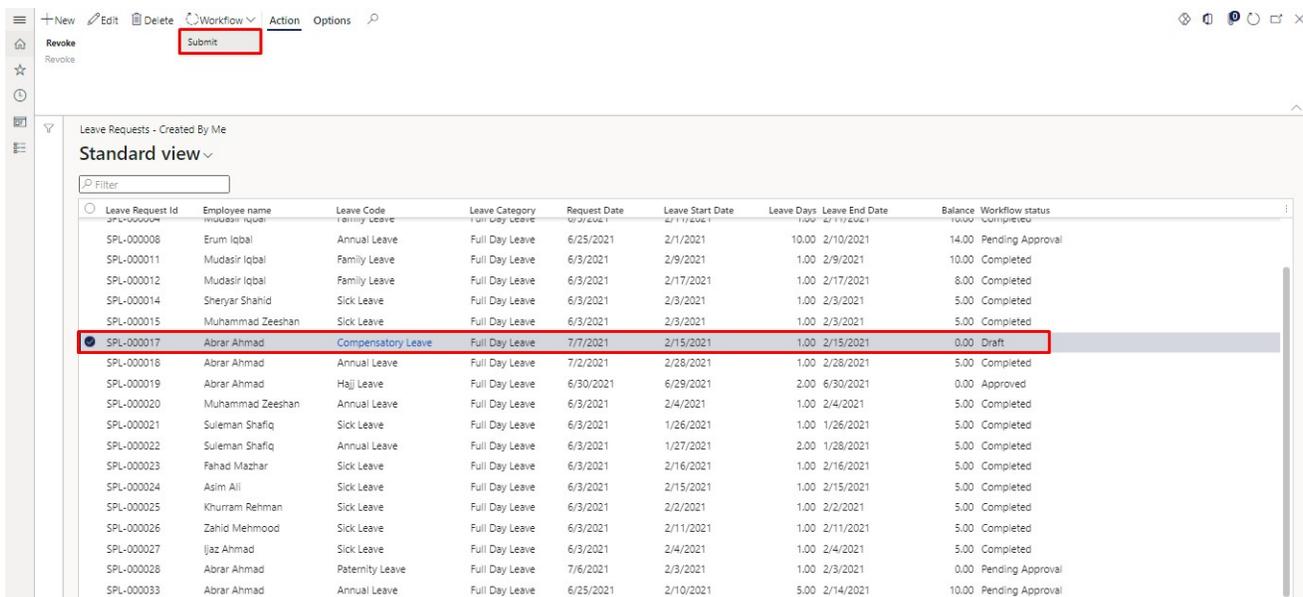
2. Click on Leave Requests Created By Me link.



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



13. Submit leave request

Leave Request Id	Employee name	Leave Code	Leave Category	Request Date	Leave Start Date	Leave Days	Leave End Date
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-000016	Abrar Ahmad	Annual Leave	Full Day Leave	7/2/2021	2/28/2021	1.00	2/28/2021
SPL-000019	Abrar Ahmad	Haji 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	Ijaz Ahmad	Sick Leave	Full Day Leave	6/3/2021	2/4/2021	1.00	2/4/2021
SPL-000028	Abrar Ahmad	Paternity Leave	Full Day Leave	7/6/2021	2/3/2021	1.00	2/3/2021
SPL-000033	Abrar Ahmad	Annual Leave	Full Day Leave	6/25/2021	2/10/2021	5.00	2/14/2021

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.

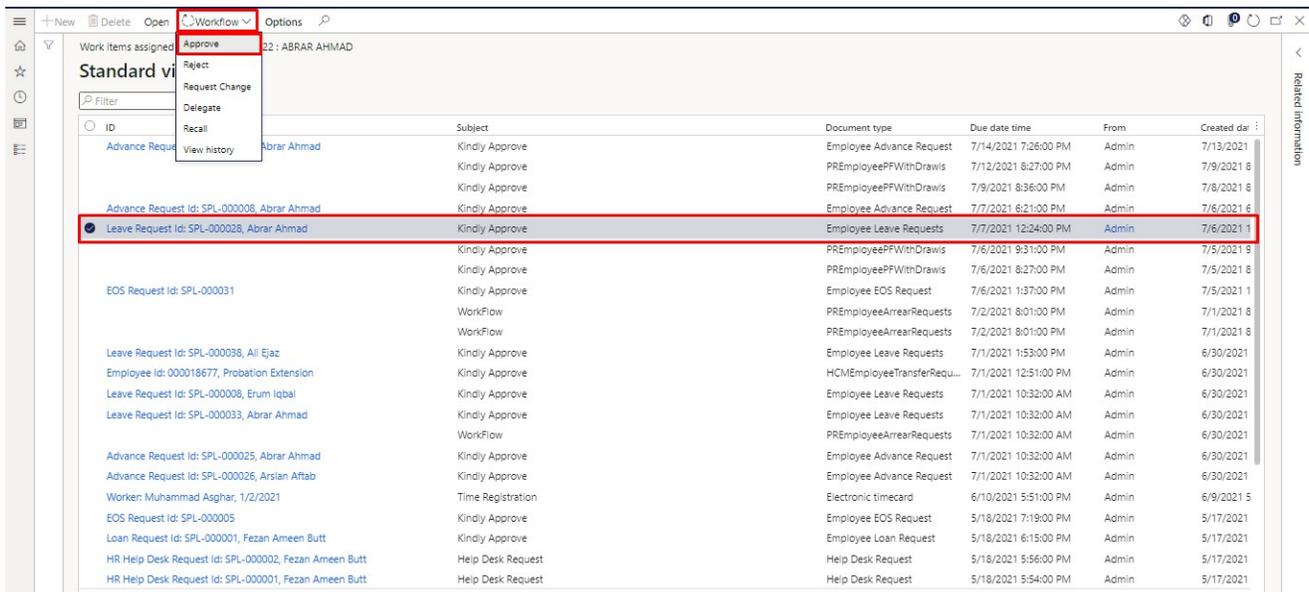
**Responsible: Workflow Approver**

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**.

3. Select leave request

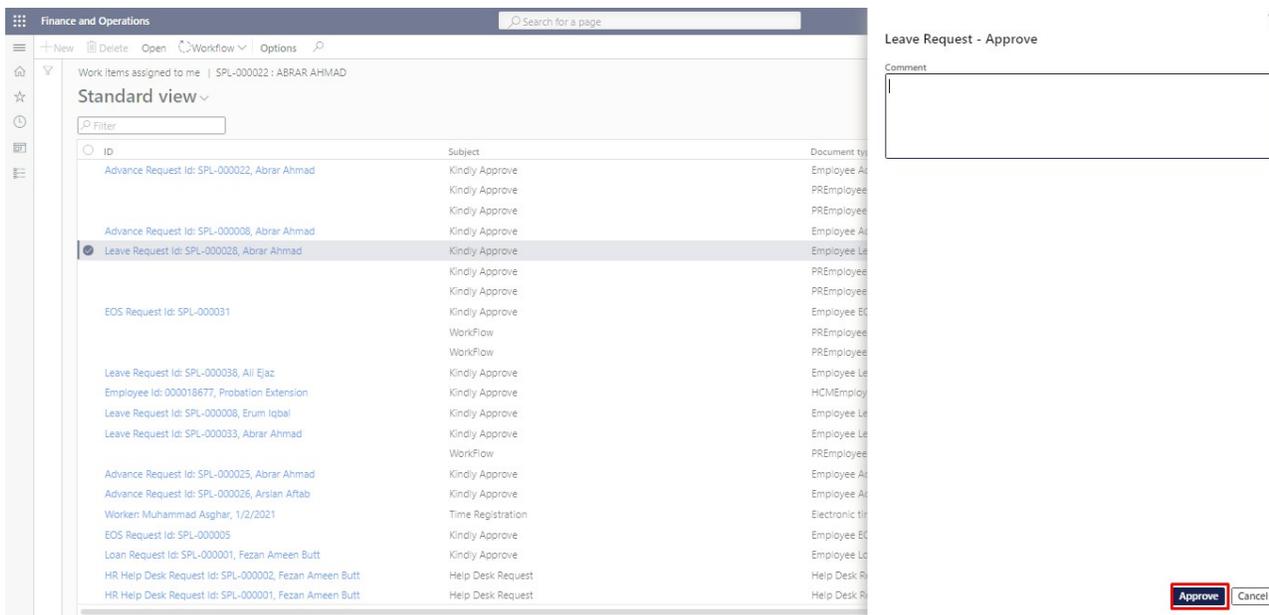


4. Click on **Workflow** button and select the desired action. Approver will have the following actions:

- 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 (If 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.

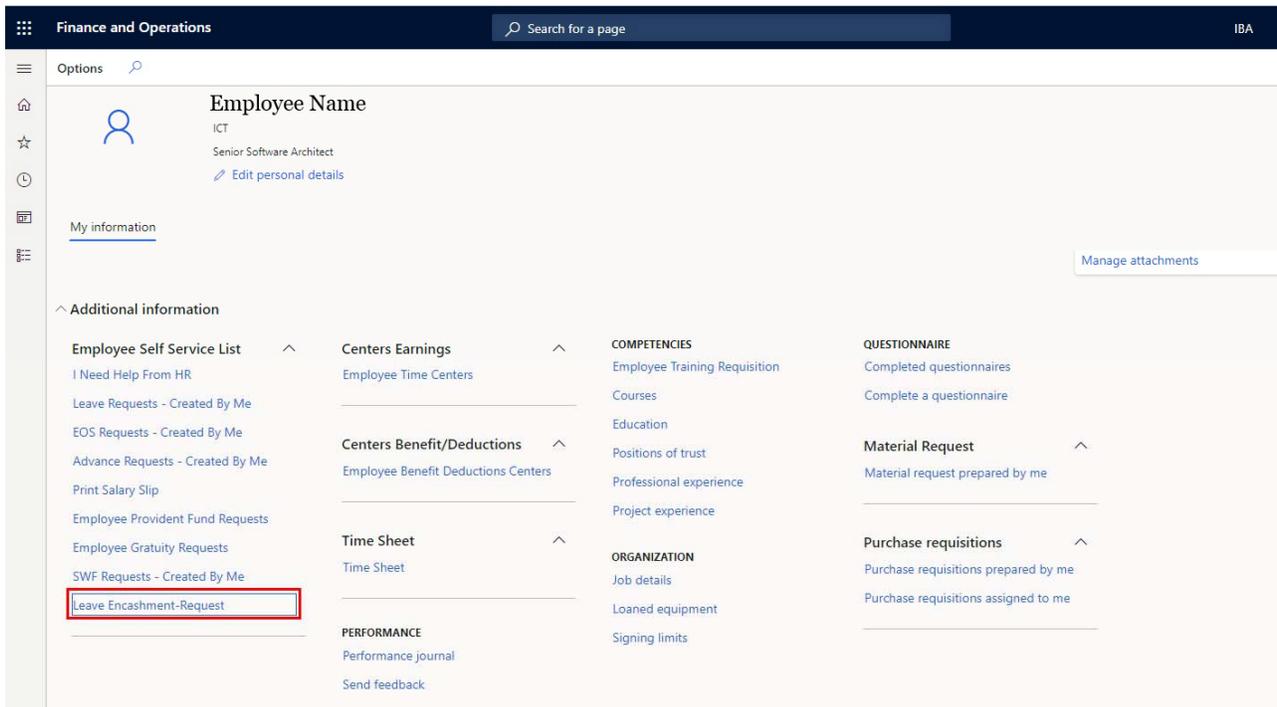


6. Enter **Comments**.
7. Click on **Approve** button to approve the request.
8. After the completion of the workflow, system auto sent an email notification to the request initiator.

## 2.2 Leave Encashment

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

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



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.

**Finance and Operations** Search for a page

Options

Personalize: Always open for editing, Personalize this page

Page options: Advanced filter or sort, Record info

Share: Create a custom alert, Manage my alerts

Leave Encashment-Request  
Standard view

Filter

Request Id	Employee Id	Employee Name	Designation	Department	No of Leaves
We didn't find anything to show here.					

**Create Leave Encashment Request**

Request Id: IBA-000005

Employee Id: 05956

Employee Name: Employee Name

Request Date: 7/4/2022

Entitlement Code: Earned Leave

Leave Balance Before Application: 15.00

Leaves to be Encashed: 1.00

Earning Amount:

Remaining Balance: 14.00

Last Encashment date:

Last Encashment Leaves: 0.00

Ok Cancel

8. Click on **Submit** button

**Finance and Operations** Search for a page

Options

Personalize: Always open for editing, Personalize this page

Page options: Advanced filter or sort, Record info

Share: Create a custom alert, Manage my alerts

Workflow

Submit

Leave Encashment-Request  
Standard view

Filter

Request Id	Employee Id	Employee Name	Designation	Department	No of Leaves L...	Requested Date	Balance Before...	Earnin...
IBA-000005	05956	Employee Name	ICT	ICT	1.00	7/4/2022	15.00	4.5