

### **E-leave software**

Our e-leave software is integrated with our **Payroll System**. i.e. all types of approved leaves will automatically link up to our **time attendance and Payroll system**. E-Leave is the software developed with the latest **.NET technology** which makes the leave application and approval process easier, faster and smarter via internet Browser. Employees can apply the leaves online **via browser from office / home**. Those applied leave details will be send to the immediate Approving Officer for approval.

An **e-mail alert will be sent** to the approving officer. Once the leave has been approved / rejected by the officer, an e-mail alert will be sent back to the employee as well. While approving, the approving officer can view how many employees have applied leave on the same day in that department and the **balance leave available** for that employee. It helps the approving officer to Approve / Reject the leave application.

Once the approving Officer approved the leave application, then the application will send to the **Payroll Officer or HR Manager** for final approval. The approved details will be automatically updated in to the **Payroll System** and the leave details can be shown in the employees pay slip.

### **Features & Functionalities:**

- ⑤ **Two or Three level approval structure**. I.e. Up to 2 Approving Officer and one HR Manger.
- ⑤ Different types of access levels can be set for different Approving Officers.
- ⑤ Approved leaves will automatically update into the Payroll & system.

### **Employees Features:**

- ⑤ Employees can **change their username & password** for their own preference.
- ⑤ Employees can apply leave online via browser from office / home.
- ⑤ Employees can **check their current leave application** status.
- ⑤ Employees are allowed to access their own records only.
- ⑤ Employees can view their **leave taken reports** and print out.

### **Approving Officers Features:**

- ⑤ First Level & Second Level Approving Officers can Approve / Reject their employees leave application
- ⑤ Approving Officers are allowed to view their department employees leave details only.
- ⑤ While approving the Officers can view other employees leave taken details on the same day for that department and the **balance leave available** for that employee.
- ⑤ Approving Officers can access the reports to view their own employees leaven taken details.

### **HR Manager Features:**

- ⑤ All the leave approval request will send to the **Payroll Officer or HR Manager for final approval**.
- ⑤ HR manager can Approve / Reject the leave application.
- ⑤ While approving HR can view other employees leave taken details for the same day.
- ⑤ HR can view details & summary of leave taken reports for all the employees.
- ⑤ HR Manager can create new, edit & delete the employee details.
- ⑤ HR Manager can assign the rights for the Approving Officers.