ramco
Aviation Solutions

Leave Management

User Guide

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BUSINESS PROCESS: LEAVE MANAGEMENT

- **Scenario 1 Details: Create leave entitlement for an employee for a calendar based leave type.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates calendar based leave types.	HR Manager	Leave Definitions	Create Leave Type	Create Leave Type	▸ The Leave Type Code along with short description and leave units are given. ▸ Check the Calendar based check box. ▸ Check the Holiday Inclusive check box and select Holiday Prefix / Suffix as both. ▸ Select either the Entitlement Units or Rule or Grade Set- Grade in Entitlement combo and enter the respective units. ▸ Select either the Posting units or Rule or Grade Set – Grade in Posting combo and enter the respective units or rule. ▸ Check the Allow Negative Balance check box and enter the Maximum Balance units. ▸ Select either the Encashment units or Rule or Grade set - Grade and enter the units or rule accordingly. ▸ Select either the Carryover units or Rule or Grade Set – Grade and enter the units or rule accordingly.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2.	User can define the eligibility for the particular leave type for a leave scheme	HR Manager	Leave Definitions	Maintain Leave Eligibility	Maintain Leave Eligibility	▸ Enter the parameters for the leave eligibility ▸ When the record is created for the first time, enter the effective date from which the record will be effective ▸ Enter the new effective date from which the modification will be effective if the modification option is chosen as “Update” ▸ Click on the “Previous” button to view the previous changes made to the selected leave type and leave scheme ▸ Click on the “Next” button to view the next changes made to the selected leave type and leave scheme ▸ Click on the “Save” button to save the eligibility details ▸ Click on the “Delete” button to delete the eligibility details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	User creates the calendar period and map leave types and grade sets to the calendar.	HR Manager	Leave Definitions	Create Leave calendar	Create Leave calendar	▸ Create the Leave Calendar with From Date and To Date. ▸ Selectively map the Leave Types appearing in the table. Choose the value of Applicable Grade Sets as “All” or “Selective”. ▸ Click on the “Save Leave Types” button. ▸ All the Leave Types which have Applicable Grade Sets as “Selective” will appear in the Leave Type combo just above the second table. ▸ Select a Leave Type and the Grade Sets mapped to the Leave type will be displayed in the second table. Select the Grade Sets which need to be mapped to the Leave Type and click on Save. Repeat this process for all the Leave Types appearing in the Leave Type combo.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
4.	User initiates the Entitlement process for all leave types or certain leave for a calendar period. This is a batch process and the frequency of running this is at the user's discretion. For all applicable employees in the organization the leave entitlement will have the same start date and end date based on the calendar start date and end date. The entitlement units for each employee will be calculated based on the rule or entitlement units or grade set – grade units.	HR Executive	Employee Leave Setup	Process Leave Entitlement calendar based	Process Leave Entitlement calendar based	▸ Enter the Calendar code along with the From and To dates and click on "Get details". ▸ All the leave types mapped to the Leave Calendar will be displayed in the table. Select the leave types for which the entitlement processing needs to be done. ▸ Check the leave types and click on "Save Parameters" to generate a session id for the batch process. ▸ Click the "Process" button and the Process Status will appear as "Initiated".

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
5.	User can view the exception for whom the entitlement is not done for the calendar period and take necessary action	HR Executive	Employee Leave Setup	View / Abort Process Leave Entitlement Calendar Based	View / Abort Process Leave Entitlement Calendar Based	▸ Enter the Leave Calendar code along with the From and To dates and Session Id. ▸ Click on “Get Details” button. ▸ The Process Status of all the Leave Types attached to the Session ID will appear. The Process Status could be “Processed” or “In Progress”. ▸ The Employee Leave Entitlement can be viewed for the leave types with Process Status as “Processed”. ▸ The errors in the process can be viewed through View Error Log link.
6.	HR Manager can either authorize or Reject the leave entitlement for the employee.	HR Manager	Employee Leave Setup	Authorize Leave Entitlement	Authorize Leave Entitlement	▸ All the employee entitlements for which the processing has been completed will be displayed in the table. ▸ Select the employee entitlement records, which need to be authorized and click on Authorize. ▸ Select the employee entitlement records, which need to be rejected and enter the rejection reason for each record and click on Reject.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
7.	All the Rejected leave Entitlement will be reprocessed during the re-run of the Leave Entitlement for the same calendar period.	HR Executive	Employee Leave Setup	Process Leave Entitlement calendar based	Process Leave Entitlement Calendar- based.	▸ If you intend to reprocess the entitlement for employees whose entitlement has not been authorized then, Enter the Calendar code along with the From and To dates and click on “Get details”. ▸ All the leave types mapped to the Leave Calendar will be displayed in the table. Select the leave types for which the entitlement processing needs to be done. ▸ Check the leave types and click on “Save Parameters” to generate a session id for the batch process. ▸ Click the “Process” button and the Process Status will appear as “Initiated”. ▸

- **Scenario 2 Details: Create Leave Entitlement for a new recruit in the organization.**

  The entitlement already exists for the set of employees.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User initiates the leave entitlement for an individual employee. The entitlement units based on the grade set - – grade and the date of joining, Calendar based & Non- Calendar based will be calculated. The HR Manager can modify the units and save. This process is automatically authorized.	HR Manager	Employee Leave Setup	Employee Leave Entitlement	Employee Leave Entitlement	▸ Enter the employee code and click on Create Employee-wise Entitlement link. ▸ The Leave Types along with start date, end date and entitlement units will be displayed. ▸ The authorized units will be defaulted with the entitlement units only. ▸ Modify the authorized units for a leave type. ▸ Select the leave types for which entitlement units need to be saved and click on Save.

- **Scenario 3 Details: Create leave entitlement for an employee for a Non – Calendar-based leave type.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates non-calendar based leave types.	HR Manager	Leave Definitions	Create Leave Type.	Create Leave Type.	▸ The Leave Type Code along with short description and leave units are given. ▸ Do not check the Calendar based check box. ▸ Enter the periodicity for the leave type. ▸ Check the Holiday Inclusive check box and select Holiday Prefix / Suffix as both. ▸ Select either the Entitlement Units or Rule or Grade Set-Grade in Entitlement combo and enter the respective units. ▸ Select either the Posting units or Rule or Grade Set – Grade in Posting combo and enter the respective units or rule. ▸ Check the Allow Negative Balance check box and enter the Maximum Balance units. ▸ Select either the Encashment units or Rule or Grade set - Grade and enter the units or

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						rule accordingly. ▸ Select either the Carryover units or Rule or Grade Set – Grade and enter the units or rule accordingly.
2.	User initiates the Entitlement process for all non-calendar based leave types or certain leave type. This is a batch process and the frequency of running this is at the user's discretion. For all applicable employees in the organization the leave entitlement will have the start date as the date of joining and end date based on the periodicity defined in for the leave type. The entitlement units for each employee will be calculated based on the rule or entitlement units	HR Executive	Employee Leave Setup	Process Leave Entitlement Non – calendar based	Process Leave Entitlement Non –Calendar based	▸ Enter the processing date. ▸ All the leave types, which are Non calendar-based are displayed in the table. ▸ Select the leave types and click on Save Parameters to generate a session id for the batch process. ▸ Select the leave types and click on "Process" button. The Process Status will appear as Initiated.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	or grade set – grade units.					
3.	User can view the exception for whom the entitlement is not done for the batch process and take necessary action	HR Executive		View / Abort Process Leave Entitlement Non-Calendar Based	View / Abort Process Leave Entitlement Non-Calendar Based	▸ Enter the Session Id. ▸ Click on “Get Details” button. ▸ The Process Status of all the Leave Types attached to the Session ID will appear. The Process Status could be “Processed” or “In Progress”. ▸ The Employee Leave Entitlement can be viewed for the leave types with Process Status as “Processed”. ▸ The errors in the process can be viewed through View Error Log link.
4.	HR Manager can either authorize or Reject the leave entitlement for the employee.	HR Manager		Authorize Leave Entitlement	Authorize Leave Entitlement	▸ All the employee entitlements for which the processing has been completed will be displayed in the table. ▸ Select the employee entitlement records, which need to be authorized and click on Authorize. ▸ Select the employee entitlement records, which need to be rejected and enter

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						the rejection reason for each record and click on Reject.
5.	All the Rejected leave Entitlement will be reprocessed during the re-run of the Leave Entitlement for the same calendar period.	HR Executive		Process Leave Entitlement Non – calendar based	Process Leave Entitlement Non –calendar based	▸ If you intend to reprocess the entitlement for employees whose entitlement has not been authorized then, enter the Processing date. ▸ All the leave types, which are Non calendar-based, are displayed in the table. ▸ Select the leave types and click on Save Parameters to generate a session id for the batch process. ▸ Select the leave types and click on “Process” button. The Process Status will appear as Initiated.

- **Scenario 4 Details: Single level of Authorization of Leave Application submitted by an employee.**

  Employee wants to take off from work and hence, applies for Leave and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for Leave for a Leave Type and specifies the period of Leave. The Authorizer for the Leave Request will be as set in the workflow configuration.	Employee	Employee Self Service – Leave	Request For Leave	Request For Leave	▸ Enter the Request date, Leave From, Leave To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2.	This leave application goes to the concerned authorizer for Authorization. Based on the Security Permissions set for the user the Authorizer can view the leave applications and modify the same if	Supervisor	Employee Self Service – Leave	Authorize Leave Request	Authorize Leave Request	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and go to the detailed page by clicking the link appearing on the employee name. Make changes to any of the attributes like from date, to date etc.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	the parameter "Override Leave Application by Authorizer" is et as "yes". The authorizer can either Approve or Reject the leave application.					▸ Click on Authorize. ▸ Again select another leave application which needs to be rejected, enter a rejection reason and click on Reject.
3.	Employee can modify the Rejected leave application	Employee	Employee Self Service – Leave	Edit Leave Request	Edit Leave Request	▸ The Leave Applications with Application Status as "Rejected" will be displayed in the table. ▸ Select a leave application and make the necessary changes to the leave application and Save. ▸ The Application Status of the leave application will turn into "Pending Authorization".

- **Scenario 5 Details: Multiple levels of Authorization of Leave Application submitted through self service.**

Scenario 5: Employee wants to take off from work and hence, applies for Leave and multiple levels of authorizer are set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for Leave for a Leave Type and specifies the period of Leave. The Authorizer for the Leave Request will be as set in the workflow configuration.	Employee	Employee Self Service – Leave	Request For Leave	Request For Leave	▸ Enter the Request date, Leave From, Leave To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Approve or Reject the leave application.	Supervisor	Employee Self Service – Leave	Authorize Leave Request	Authorize Leave Request	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and got to the detailed page by clicking the link appearing on the employee name. ▸ Click on Authorize. ▸ The status of the leave application will appear as

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						Authorization Inprogress.
3.	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor/ HR Manager	Employee Self Service – Leave	Authorize Leave Request	Authorize Leave Request	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and go to the detailed page by clicking the link appearing on the employee name. ▸ Click on Authorize. ▸ If this is the final stage of authorization then, the status of the leave application will appear as Authorized. ▸ Select another leave application which needs to be rejected. Enter the rejection reason and click on Reject.
4.	Employee can modify or delete the Rejected leave application	Employee	Employee Self Service – Leave	Edit Leave Request	Edit Leave Request	▸ The leave application with status as Rejected will be displayed in the table. ▸ Select the Leave Application and delete the application.

- **Scenario 6 Details: Quick Leave requiring no authorization.**

  Employee wants to take off from work and hence, applies for Leave and the Leave is automatically authorized (Quick Leave).

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for Leave for a Leave Type, which is quick leave and specifies the period of Leave. This leave application is automatically authorized when the request is made.	Employee	Employee Self Service – Leave	Request For Leave	Request For Leave	▸ Enter the Request date, Leave From, Leave To, Time From, Time To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the Requested leave Units and Expected Date of Return are automatically displayed. ▸ The Application Status will change to Authorized as it is automatically authorized.

- **Scenario 7 Details: Single level of authorization of employee leave application submitted through HR .**

  HR Executive wants to Apply for leave on behalf of another employee in the Organization and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the leave application after the notification for leave has been received from the employee either through mail, leave card or through verbal communication.	HR Executive	Leave Administration	Apply for Leave – Employee	Apply for Leave – Employee	▸ Enter the Request date, Leave From, Leave To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Authorize or Reject the leave application	HR Manager	Leave Administration	Authorize Leave Application	Authorize Leave Application	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and got to the detailed page by clicking the link appearing on the employee name. Make changes to any of the attributes like from date, to date etc. ▸ Click on Authorize.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						▸ Again select another leave application which needs to be rejected, enter a rejection reason and click on Reject.
3.	Rejected leave application can be modified by the HR-Executive	HR-Executive	Leave Administration	Edit Leave Application	Edit Leave Application	▸ The Leave Applications with Application Status as "Rejected" will be displayed in the table. ▸ Select a leave application and make the necessary changes to the leave application and Save. ▸ The Application Status of the leave application will turn into "Pending Authorization".

- **Scenario 8 Details: Multiple levels of authorization of employee leave application submitted through HR.**

  HR Executive wants to Apply for leave on behalf of another employee in the Organization and multiple level of authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the leave application after the notification for leave has been received from the	HR Executive		Apply for Leave – Employee	Apply for Leave – Employee	▸ Enter the Request date, Leave From, Leave To and Leave Reason. ▸ Click on Save button.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	employee either through mail, leave card or through verbal communication.					▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Authorize or Reject the leave application	HR Manager		Authorize Leave Application	Authorize Leave Application	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and got to the detailed page by clicking the link appearing on the employee name. Make changes to any of the attributes like from date, to date etc. ▸ Click on Authorize. ▸ Again select another leave application which needs to be rejected, enter a rejection reason and click on Reject.
3	Rejected leave application can be modified by the HR-Executive	HR Executive		Edit Leave Application	Edit Leave Application	▸ The Leave Applications with Application Status as “Rejected” will be displayed in the table.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						▸ Select a leave application and make the necessary changes to the leave application and Save. ▸ The Application Status of the leave application will turn into "Pending Authorization".
4	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor/ HR Manager		Authorize Leave Application	Authorize Leave Application	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and go to the detailed page by clicking the link appearing on the employee name. ▸ Click on Authorize. ▸ If this is the final stage of authorization then, the status of the leave application will appear as Authorized. ▸ Select another leave application which needs to be rejected. Enter the rejection reason and click on Reject.

- **Scenario 9 Details: No authorization (Quick Leave) employee leave application submitted through HR.**

  HR **E**xecutive wants to Apply for leave on behalf of another employee in the Organization and the Leave is automatically authorized (Quick Leave).

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the leave application after the notification for leave has been received from the employee either through mail, leave card or through verbal communication. This leave application gets authorized if the leave type is a quick leave for that employee.	HR Executive		Apply for Leave – Employee	Apply for Leave – Employee	▸ Enter the Request date, Leave From, Leave To, Time From, Time To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the Requested leave Units and Expected Date of Return are automatically displayed. ▸ The Application Status will change to Authorized as it is automatically authorized.

- **Scenario 10 Details: Single level of Authorization of leave alternation request submitted through self Service.**

  Employee wants to alter the authorized Leave application and only one authorizer is set in the workflow configurator. This need might arise when an employee changes his leave schedule when he has left for leave or when an employee reschedules his leave when he still hasn't gone on leave but the application has been authorized.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for alteration of authorized Leave application.	Employee	Employee Self Service – Leave	Request for Leave Alteration	Request for Leave Alteration	▸ For the application, which is already authorized, the application details will appear in the Request Details cluster and the same will be defaulted in the Altered Details cluster also. ▸ Alter the leave application by changing any of the attributes like Leave From, Time From, Leave To, Time To etc. and enter the request for alteration. ▸ Click on Save. ▸ The status of the leave application changes to Pending Authorization – Alter.
2.	Authorizer can either Approve or Reject the altered leave application.	Supervisor/ HR Manager	Employee Self Service - Leave	Authorize Leave Request	Authorize Leave Request	▸ The Altered details will be displayed in the Request Details cluster and the same will be defaulted in the Authorized Details cluster.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						▸ Click on Authorize for the leave application. ▸ The status of the leave application changes to Authorized. ▸ Select another leave application and click on Reject by giving a Reject Reason. ▸ The status of the leave application is Rejected.
3.	Employee can modify the Rejected Leave Application	Employee	Employee Self Service - Leave	Request for Leave Alteration	Request for Leave Alteration	▸ The Rejected Leave Application will appear for alteration again. ▸ Make the necessary changes and Save. ▸ The status of the leave application will be Pending Authorization – Alter.

- **Scenario 11 Details: Multiple levels of authorization of leave alternation request submitted through self service.**

  Employee wants to alter the authorized Leave application and multiple authorizer are set in the workflow configurator. This need might arise when an employee changes his leave schedule when he has left for leave or when an employee reschedules his leave when he still hasn't gone on leave but the application has been authorized.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for Cancellation of authorized Leave application.	Employee	Employee Self Service - Leave	Request of Leave Alteration	Request of Leave Alteration	▸ For the application, which is already authorized, the application details will appear in the Request Details cluster and the same will be defaulted in the Altered Details cluster also. ▸ Check the request for leave cancellation and enter the Reason for Alteration. ▸ Click on Save. ▸ The status of the leave application changes to Pending Authorization – Cancel.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Approve the altered leave application.	Supervisor	Employee Self Service - Leave	Authorize Leave Request	Authorize Leave Request	▸ The Altered details will be displayed in the Request Details cluster and the same will be defaulted in the Authorized Details cluster. ▸ Click on Authorize for the leave application.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						▸ The status of the leave application changes to Authorization In Progress.
3.	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor/ HR Manager	Employee Self Service - Leave	Authorize Leave Request	Authorize Leave Request	▸ The Altered details will be displayed in the Request Details cluster and the same will be defaulted in the Authorized Details cluster. ▸ Click on Authorize for the leave application. ▸ If you are the final authorizer then, the status of the leave application changes to Authorized.
4.	Employee can modify the Rejected Leave Application and resubmit for authorization.	Employee	Employee Self Service - Leave	Request of Leave Alteration	Request of Leave Alteration	▸ The Rejected Leave Application will appear for alteration again. ▸ Make the necessary changes and Save. ▸ The status of the leave application will be Pending Authorization – Alter.

- **Scenario 12 Details: Single level of Authorization of leave alternation submitted through HR.**

  HR Executive wants to alter the authorized Leave application of an employee and only one authorizer is set in the workflow configurator. This need might arise when an employee changes his leave schedule when he has left for leave or when an employee reschedules his leave when he still hasn't gone on leave but the application has been authorized.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive alters the leave application after authorization after the notification for leave has been received from the employee either through mail, leave card or through verbal communication.	HR Executive	Leave Administration	Application for Leave Alteration	Application for Leave Alteration	▸ For the application, which is already authorized, the application details will appear in the Request Details cluster and the same will be defaulted in the Altered Details cluster also. ▸ Alter the leave application by changing any of the attributes like Leave From, Time From, Leave To, Time To etc. and enter the request for alteration. ▸ Click on Save. ▸ The status of the leave application changes to Pending Authorization – Alter.
2.	This leave application goes to the concerned authorizer for Authorization.	HR Manager	Leave Administration	Authorize Leave Application	Authorize Leave Application	▸ The Altered details will be displayed in the Request Details cluster and the same will be defaulted in the Authorized Details cluster.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Authorizer can either Approve or Reject the altered leave application.					▸ Click on Authorize for the leave application. ▸ The status of the leave application changes to Authorized. ▸ Select another altered leave application and reject the same. The status of the leave application changes to Rejected.
3.	Rejected altered leave application can be modified by the HR- Executive	HR - Executive	Leave Administration	Application for Leave Alteration	Application for Leave Alteration	▸ Select the Leave Application that is in Rejected status and modify the same and Save. ▸ The status of the leave application changes to Pending Authorization – Alter.

- **Scenario 13 Details: Multiple levels of Authorization of leave alternation submitted through HR.**

HR Executive wants to alter the authorized Leave application of the employee and multiple authorizer are set in the workflow configurator. This need might arise when an employee change his leave schedule when he has left for leave or when an employee reschedules his leave when he still hasn't gone on leave but the application has been authorized.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive alters the leave application after the notification for leave has been received from the employee either through mail, leave card or through verbal communication.	HR Executive	Leave Administration	Application for Leave Alteration	Application for Leave Alteration	▸ For the application, which is already authorized, the application details will appear in the Request Details cluster and the same will be defaulted in the Altered Details cluster also. ▸ Alter the leave application by changing any of the attributes like Leave From, Time From, Leave To, Time To etc. and enter the request for alteration. ▸ Click on Save. ▸ The status of the leave application changes to Pending Authorization – Alter.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Approve or Reject the	Supervisor /HR Manager	Leave Administration	Authorize Leave Application	Authorize Leave Application	▸ The Altered details will be displayed in the Request Details cluster and the same will be defaulted in the Authorized Details cluster.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	altered leave application.					▸ Click on Authorize for the leave application. ▸ The status of the leave application changes to Authorized. ▸ Select another altered leave application and reject the same. The status of the leave application changes to Rejected.
3.	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor /HR Manager	Leave Administration	Authorize Leave Applicatio n	Authorize Leave Application	▸ The Altered details will be displayed in the Request Details cluster and the same will be defaulted in the Authorized Details cluster. ▸ Click on Authorize for the leave application. ▸ If you are the final authorizer then, the status of the leave application changes to Authorized.
4.	Rejected Altered Leave Application can be modified by the HR- Executive	HR - Executive	Leave Administration	Applicatio n for Leave Alteration	Application for Leave Alteration	▸ Select the Leave Application that is in Rejected status and modify the same and Save. ▸ The status of the leave application changes to Pending

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						Authorization – Alter.

- **Scenario 14 Details: Single level of authorization of session based leave submitted through self service .**

  Employee wants to take- off from work and hence, applies for session based Leave and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for session based Leave for a Leave Type and specifies the period of Leave and session from and session to. The Authorizer for the Leave Request will be as set in the workflow configurator.	Employee	Employee Self Service – Leave	Request for Session Based Leave	Request for Session Based Leave	▸ Enter the Request date, Leave From, Session From, Leave To, Session To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2.	This leave application goes to the concerned authorizer for Authorization.	Supervisor /HR Manager	Employee Self Service – Leave	Authorize Leave Request	Authorize Leave Request	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and got to the detailed page

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Authorizer can either Approve or Reject the leave application.					by clicking the link appearing on the employee name. Make changes to any of the attributes like from date, to date etc. ▸ Click on Authorize. ▸ Again select another leave application which needs to be rejected, enter a rejection reason and click on Reject.
3.	Employee can modify the Rejected session based leave application.	Employee	Employee Self Service – Leave	Edit Session Based Leave Request	Edit Session Based Leave Request	▸ The Leave Applications with Application Status as “Rejected” will be displayed in the table. ▸ Select a leave application and make the necessary changes to the leave application and Save. ▸ The Application Status of the leave application will turn into “Pending Authorization”.

- **Scenario 15 Details: Multiple levels of authorization of session based leave submitted through self service.**

  Employee wants to take off from work and hence, applies for session based Leave and multiple authorizer are set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for session based Leave for a Leave Type and specifies the period of Leave and session from and session to. The Authorizer for the Leave Request will be as set in the workflow configurator.	Employee	Employee Self Service – Leave	Request for Session Based Leave	Request for Session Based Leave	▸ Enter the Request date, Leave From, Session From, Leave To, Session To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Approve or Reject the leave application.	Supervisor/HR Manager	Employee Self Service – Leave	Authorize Leave Request	Authorize Leave Request	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and go to the detailed page by clicking the link appearing on the employee name. Make changes to any of the attributes like from date, to date, session from , session to etc.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						▸ Click on Authorize. ▸ Again select another leave application which needs to be rejected, enter a rejection reason and click on Reject.
3.	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor/HR Manager	Employee Self Service – Leave	Authorize Leave Request	Authorize Leave Request	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and go to the detailed page by clicking the link appearing on the employee name. ▸ Click on Authorize. ▸ If this is the final stage of authorization then, the status of the leave application will appear as Authorized. ▸ Select another leave application which needs to be rejected. Enter the rejection reason and click on Reject.
4.	Employee can modify or delete the Rejected session based leave application.	Employee	Employee Self Service – Leave	Request for Session Based Leave	Request for Session Based Leave	▸ The leave application with status as Rejected will be displayed in the table. ▸ Select the Leave Application and delete the application.

- **Scenario 16 Details: No authorization (Quick Leave) of session based leave submitted through self service.**

  Employee wants to take off from work and hence, applies for session based Leave and the Leave is automatically authorized (Quick Leave).

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes a request for session based leave for a Leave Type, which is quick leave and specifies the period of Leave. This leave application is automatically authorized when the request is made.	Employee	Employee Self Service - Leave	Request for Session Based Leave	Request for Session Based Leave	▸ Enter the Request date, Leave From, Leave To, Time From, Time To, Session From, Session To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the Requested leave Units and Expected Date of Return are automatically displayed.

- **Scenario 17 Details: Single level Authorization of session based leave submitted through HR.**

HR Executive wants to Apply for session-based leave on behalf of another employee in the Organization and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the session-based leave application after the notification for leave has been received from the employee either through mail, leave card or through verbal communication.	HR Executive	Leave Administration	Apply for session based Leave - Employee	Apply for session Based Leave - Employee	▸ Enter the Request date, Leave From, Session From, Leave To, Session To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Authorize or Reject the leave application	Supervisor/HR Manager	Leave Administration	Authorize Leave Application	Authorize Leave Application	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and go to the detailed page by clicking the link appearing on the employee name. Make changes to any of the attributes like from date, to date etc.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						▸ Click on Authorize. ▸ Again select another leave application which needs to be rejected, enter a rejection reason and click on Reject.
3.	HR- Executive can modify the Rejected session based leave application.	HR-Executive	Leave Administration	Edit Session Based Leave Application - Employee	Edit Session Based Leave Application - Employee	▸ The Leave Applications with Application Status as “Rejected” will be displayed in the table. ▸ Select a leave application and make the necessary changes to the leave application and Save. ▸ The Application Status of the leave application will turn into “Pending Authorization”.

- **Scenario 18 Details: Multiple levels of Authorization of session based leave submitted through HR.**

HR Executive wants to Apply for session based leave on behalf of another employee in the Organization and multiple authorizer are set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the session based leave application after the notification for leave has been received from the employee either through mail, leave card or through verbal communication.	HR Executive	Leave Administration	Apply for Session Based Leave - Employee	Apply for Session Based Leave - Employee	▸ Enter the Request date, Leave From, Session From, Leave To, Session To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the From Time, To Time, Requested leave Units and Expected Date of Return are automatically displayed. ▸ Set the authorizer for Leave Application in Workflow Management.
2	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Authorize or Reject the leave application	Supervisor/HR Manager	Leave Administration	Authorize Leave Application	Authorize Leave Application	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and got to the detailed page by clicking the link appearing on the employee name. ▸ Click on Authorize. ▸ The status of the leave application will appear as

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						Authorization Inprogress.
3	Rejected leave application can be modified by the HR-Executive	HR Executive	Leave Administration	Edit Session Based Leave Application - Employee	Edit Session Based Leave Application - Employee	▸ The leave application with status as Rejected will be displayed in the table. ▸ Select the Leave Application and delete the application.
4	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor/HR Manager	Leave Administration	Authorize Leave Application	Authorize Leave Application	▸ The Leave Applications pending for authorization are displayed in the table. ▸ Select the leave application and go to the detailed page by clicking the link appearing on the employee name. ▸ Click on Authorize. ▸ If this is the final stage of authorization then, the status of the leave application will appear as Authorized. ▸ Select another leave application that needs to be rejected. Enter the rejection reason and click on Reject.

- **Scenario 19 Details: No Authorization (Quick Leave) of session based leave submitted through HR.**

  HR Executive wants to Apply for session based leave on behalf of another employee in the Organization and the Leave is automatically authorized (Quick Leave).

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the session based leave application after the notification for leave has been received from the employee either through mail, leave card or through verbal communication. This leave application gets authorized if the leave type is a quick leave for that employee.	HR Executive	Leave Administration	Apply for Session Based Leave - Employee	Apply for Session Based Leave - Employee	▸ Enter the Request date, Leave From, Leave To, Time From, Time To and Leave Reason. ▸ Click on Save button. ▸ Based on the shift details available the Requested leave Units and Expected Date of Return are automatically displayed. ▸

- **Scenario 20 Details: Single level of authorization of multiple leave applications through HR.**

  HR Executive wants to apply for leave on behalf of a set of employees for different leave types and different periods and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the leave applications for a set of employees for different leave types and periods.	HR Executive	Leave Administration	Apply for Leave – Multiple Entry	Apply for Leave – Multiple Entry	▸ Enter the Request date, Leave From, Leave To, Session From (if needed), Session To (if needed). ▸ Enter the set of employees who would be like to avail leave for a common reason. ▸ Click on Save. ▸ Based on the shift details available for the employee for the dates given the From time, To Time, Requested Leave Units and Expected Date of Return are automatically displayed. ▸ The status of the Leave Application will be Pending for Authorization.
2.	This leave application goes to the concerned	Supervisor/HR Manager	Leave Administration	Authorize Leave Application	Authorize Leave Application	▸ The Leave Applications will be displayed in the table for the

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	authorizer for Authorization. The Authorizer needs to have security permissions on at least one employee from the set of employees available. Authorizer can either Authorize or Reject the leave application.					employee. ▸ Click on Authorize. ▸ The status of the leave application will change to Authorized. ▸ Select another leave application and reject the same as the details are not acceptable. ▸ The status of this leave application changes to Rejected.
3.	HR Executive can modify the rejected applications.	HR- Executive	Leave Administration	Edit Leave Application	Edit Leave Application	▸ The leave application which has been rejected can be modified if needed.

- **Scenario 21 Details: Multiple Levels of authorization of multiple leave application through HR**

  HR Executive wants to apply for leave on behalf of a set of employees for different leave types and different periods and multiple authorizers are set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the leave applications for a set of employees for different leave types and periods.	HR Executive	Leave Administration	Apply for Leave – Multiple Entry	Apply for Leave – Multiple Entry	▸ Enter the individual leave application details in every row for all the leave requests available. ▸ Enter a few leave requests with leave from, leave to, session from and session to and other few with leave from, leave to, time from and time to. ▸ The Requested leave units can also be entered for a few leave applications and can be left blank for the others. ▸ Click on Save. The status of all those leave applications will turn to Pending Authorization.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can either Authorize or Reject	Supervisor/HR Manager	Leave Administration	Authorize Leave Applicatio n	Authorize Leave Application	▸ The leave applications, which are in pending authorization status, will be displayed in the table. ▸ Select the leave applications, which need to be authorized

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	the leave application.					and Click on Authorize. The status of these leave applications changes to Authorization In Progress. ▸ Select few more leave applications and give the rejection reason for these and click on Reject.
3.	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor/HR Manager	Leave Administration	Authorize Leave Applicatio n	Authorize Leave Application	▸ The Leave Applications, which are with the status as Authorization Inprogress, will be displayed. ▸ Select the leave applications, which need to be authorized and click on Authorize. If this is the last stage of authorization then, the status of the leave application will be Authorized.
4.	HR – Executive, can modify rejected applications.	HR- Executive	Leave Administration	Edit Leave Applicatio n	Edit Leave Application	▸ The rejected leave applications will be displayed and the user can make the necessary changes and resubmit the applications.

- **Scenario 22 Details: No authorization (quick leave) of multiple leave application through HR .**

HR Executive wants to apply for leave on behalf of a set of employees for different leave types and different periods and automatic authorization (Quick Leave).

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive enters the leave applications for a set of employees for different leave types and periods. If the leave type is a quick leave for that employee The Leave application gets authorized automatically	HR Executive	Leave Administration	Apply for Leave – Multiple Entry	Apply for Leave – Multiple Entry	▸ Enter the leave applications for all the employees going on leave for different periods and leave types. ▸ Enter Leave From, Leave To, Session From and Session To for some employee leave applications. ▸ Enter Leave From, Leave To, Time From, Time To for some employees. ▸ The Requested Leave Units, Expected Date of Return are automatically displayed. ▸ Click on Save. ▸ The leave applications, which are quick leave enabled, will be automatically authorized.

- **Scenario 23 Details: Single Level of authorization of Bulk leave application by Supervisor for group**

Supervisor wants to apply for Leave on behalf of a set of employees of his department going on leave for the same period and the same leave type and falling in same shift schedule and one level authorization and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor enters the leave application for a set of employees of his department for the same leave type and with the same from and to dates.	Supervisor	Leave Administration	Apply for Leave – Group	Apply for Leave – Group	▸ Enter the Leave From, Leave To, Leave Reason for a set of employees for the same dates. ▸ Enter a set of employees who would like to avail leave for the same dates and reason ▸ Click on Save. ▸ The expected date of return and the requested leave units will automatically appear.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can reject or authorize the leave application for a group.	Supervisor/HR Manager	Leave Administration	Authorize Leave Applicatio n for a Group	Authorize Leave Application for a Group	▸ All the Group leave applications which are pending for authorization will appear in the table. ▸ Select the leave application and click on Authorize. The status of the leave application changes to Authorized. ▸ Select another leave application which needs to be rejected and click on Reject. The status of the leave

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						application changes to Rejected.
3.	Supervisor can modify the rejected leave application applied in-group.	Supervisor	Leave Administration	Edit Leave Applicatio n – Group	Edit Leave Application – Group	▸ Select the leave application, which is in Rejected status, and make the necessary changes to the dates or any other attribute of the leave application. Click on Save. The status of the leave application changes to Pending Authorization.

- **Scenario 24 Details: Multiple Levels of authorization of Bulk leave application by Supervisor for group**

  Supervisor wants to apply for Leave on behalf of a set of employees of his department going on leave for the same period and the same leave type and falling in same shift schedule and multiple authorizer are set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor enters the leave application for a set of employees of his department for the same leave type and with the same from and to dates.	Supervisor	Leave Administration	Apply for Leave – Group	Apply for Leave – Group	▸ Enter the Leave From, Leave To, Leave Reason for a set of employees for the same dates. ▸ Enter a set of employees who would like to avail leave for the same dates and reason ▸ Click on Save. ▸ The expected date of return and the requested leave units will automatically appear.
2.	This leave application goes to the concerned authorizer for Authorization. Authorizer can reject or authorize the leave application for a group.	Supervisor/HR Manager	Leave Administration	Authorize Leave Applicatio n for a Group	Authorize Leave Application for a Group	▸ All the Group leave applications which are pending for authorization will appear in the table. ▸ Select the leave application and click on Authorize. The status of the leave application changes to Authorization In Progress. ▸ Select another leave application which needs to be

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						rejected and click on Reject. The status of the leave application changes to Rejected.
3.	If the next stage of Authorizer is set, then the next authorizer can either approve or reject the leave application. Depending on the number of stages set in the workflow configurator multiple authorization of the leave application will take place.	Supervisor/HR Manager	Leave Administration	Authorize Leave Applicatio n for a Group	Authorize Leave Application for a Group	▸ The Leave Applications, which are with the status as Authorization Inprogress, will be displayed. ▸ Select the leave applications, which need to be authorized and click on Authorize. If this is the last stage of authorization then, the status of the leave application will be Authorized.
4.	Supervisor can modify the rejected leave application applied in-group.	Supervisor	Leave Administration	Edit Leave Applicatio n – Group	Edit Leave Application – Group	▸ The rejected leave applications will be displayed and the user can make the necessary changes and resubmit the applications. The status of the leave applications change to Pending Authorization.

- **Scenario 25 Details: Single Level of Authorization for Leave encashment request submitted through HR**

HR Executive wants to Apply for Leave Encashment for a leave type on behalf of other employee and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Executive applies for Leave Encashment on behalf of other employees.	HR Executive	Leave Administration	Application for Leave Encashment	Application for Leave Encashment	▸ Enter the employees along with the leave type, Encashment date and Encashment units. ▸ Click on save. The status of the individual leave encashment request changes to Pending Authorization.
2.	This leave encashment goes to the concerned authorizer for Authorization. Authorizer can authorize or reject the Leave Encashment.	HR Manager	Leave Administration	Authorize Leave Encashment	Authorize Leave Encashment	▸ All the records with status as Pending Authorization will appear in the table. ▸ Select the records, which need to be authorized and click on Authorize. The status of the record changes to authorized. ▸ Select the records, which need to rejected and click on Reject.
3.	HR Executive can modify the rejected leave encashment for the employee.	HR Executive	Leave Administration	Application for Leave Encashment	Application for Leave Encashment	▸ All the records with status as Rejected will be displayed. ▸ Make the necessary change to the encashment application and click on Save. The status of the request changes to

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						Pending Authorization. ▸ Click on delete and delete the requests that need to be deleted.

- **Scenario 26 Details: Single Level of Authorization for Leave encashment request submitted by the employee**

  Employee wants to Apply for Leave Encashment for a leave type and only one authorizer is set in the workflow configurator.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee requests for Leave Encashment.	Employee	Employee Self Service – Leave	Application for Leave Encashment	Request for Leave Encashment	▸ Enter the Encashment date for the leave type and the Requested encashment units. ▸ Click on Save. The status of the Encashment Request changes to Pending Authorization.
2.	This leave encashment goes to the concerned authorizer for Authorization. Authorizer can authorize or reject the Leave	HR Manager	Leave Administration	Authorize Leave Encashment	Authorize Leave Encashment	▸ The Requests, which are pending for authorization, will be displayed in the table. Select the requests that need to be authorized and click on Authorize. ▸ Select the requests, which

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Encashment.					need to be rejected and give a reject reason and click on Reject.
3.	Employee can modify the rejected leave encashment.	Employee	Leave Administration	Edit Leave Encashment	Edit Leave Encashment	▸ Modify the rejected encashment requests and resubmit for authorization. The status of this leave encashment request will be pending authorization after making the necessary changes.

- **Scenario 27 Details: Adjustment of HR Leave balance for an employee by HR Manager.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Manager will adjust either the entitlement units, carry over units, Encashment units, Availed Units for a leave type for employees.	HR Manager	Employee Leave Setup	Adjust Leave	Adjust Leave	▸ Select an employee for whom the leave adjustment needs to be done. ▸ Increase or Decrease either the Availed Units, Entitled Units, Encashed Units or Carryover Units and save the changes. This will automatically increase or decrease the leave balance.

- **Scenario 28 Details: Leave carryover processing for an employee for a calendar based leave type.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User will perform the leave carry over after the entitlement process of the new calendar period is completed.	HR Executive	Employee Leave Setup	Process Leave Carry over – Calendar Based	Process Leave Carry over – Calendar Based	▸ Enter the Calendar code along with the From and To dates and click on "Get details". ▸ All the leave types mapped to the Leave Calendar will be displayed in the table. Select the leave types for which the carryover processing needs to be done. ▸ Check the leave types and click on "Save Parameters" to generate a session id for the batch process. ▸ Click the "Process" button and the Process Status will appear as "Initiated".
2.	User can view the exception for whom the carry over is not done for the calendar period and take necessary action	HR Executive	Employee Leave Setup	View / Abort Process Leave Carryover Calendar Based	View / Abort Process Leave Carryover Calendar Based	▸ Enter the Leave Calendar code along with the From and To dates and Session Id. ▸ Click on "Get Details" button. ▸ The Process Status of all the Leave Types attached to the Session ID will appear. The Process Status could be

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						"Processed" or "In Progress". ▸ The Employee Leave carryover can be viewed for the leave types with Process Status as "Processed". ▸ The errors in the process can be viewed through View Error Log link.
3.	HR Manager can either authorize or Reject the leave Carryover for the employee.	HR Manager	Employee Leave Setup	Authorize Leave Carry over	Authorize Leave Carry over	▸ All the employee carryovers for which the processing has been completed will be displayed in the table. ▸ Select the employee carryover records, which need to be authorized and click on Authorize. ▸ Select the employee carryover records, which need to be rejected and enter the rejection reason for each record and click on Reject.
4.	All the Rejected leave Carryover will be reprocessed during the re-run of the Leave Carry over for the same calendar period.	HR Executive	Employee Leave Setup	Process Leave Carryover calendar based	Process Leave Carryover calendar based	▸ If you intend to reprocess the carryovers for employees whose carryover has not been authorized then, Enter the Calendar code along with the From and To dates and click

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						on “Get details”. ▸ All the leave types mapped to the Leave Calendar will be displayed in the table. Select the leave types for which the carryover processing needs to be done. ▸ Check the leave types and click on “Save Parameters” to generate a session id for the batch process. ▸ Click the “Process” button and the Process Status will appear as “Initiated”.

- **Scenario 29 Details: Leave carry over processing for an employee for a Non -calendar based leave type.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User will perform the leave carry over after the entitlement process of the new employee calendar period is completed. All the leave types for an employee, which haven't been carried over from the previous period, will be done.	HR Executive	Employee Leave Setup	Process Leave Carry over – Non-Calendar Based	Process Leave Carry over – Non-Calendar Based	▸ Enter the processing date. ▸ All the leave types, which are Non calendar-based, are displayed in the table. ▸ Select the leave types and click on Save Parameters to generate a session id for the batch process. ▸ Select the leave types and click on "Process" button. The Process Status will appear as Initiated.
2.	User can view the exception for whom the carry over is not done for the batch process and take necessary action	HR Executive	Employee Leave Setup	View / Abort Process Leave Carryover Non-Calendar Based	View / Abort Process Leave Carryover Non-Calendar Based	▸ Enter the Session Id. ▸ Click on "Get Details" button. ▸ The Process Status of all the Leave Types attached to the Session ID will appear. The Process Status could be "Processed" or "In Progress". ▸ The Employee Leave Carryover can be viewed for the leave types with Process Status as "Processed".

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						▸ The errors in the process can be viewed through View Error Log link.
3.	HR Manager can either authorize or Reject the leave Carryover for the employee.	HR Manager	Employee Leave Setup	Authorize Leave Carry over	Authorize Leave Carry over	▸ All the employee Carryover for which the processing has been completed will be displayed in the table. ▸ Select the employee Carryover records, which need to be authorized and click on Authorize. ▸ Select the employee Carryover records, which need to be rejected and enter the rejection reason for each record and click on Reject.
4.	All the Rejected leave Carryover will be reprocessed during the re-run of the Leave Carry over .	HR Executive	Employee Leave Setup	Process Leave Carryover Non – calendar based	Process Leave Carryover Non-calendar based	▸ If you intend to reprocess the Carryover for employees whose Carryover has not been authorized then, Enter the Processing date.. ▸ All the leave types, which are Non calendar-based are displayed in the table. ▸ Select the leave types and click on Save Parameters to generate a session id for the

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						batch process. ▸ Select the leave types and click on "Process" button. The Process Status will appear as Initiated

- **Scenario 30 Details: Regularization of Leave**

  HR Manager wants to regularize the Leave for employees. The need arises when the holiday and weekly off information for an employee for a period is not available or shift is not scheduled and the employee is applying leave during that period.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Manager will regularize the Leave for an employee's leave application which has been marked for Regularization	HR Manager	Leave Administration	Regularize Leave	Regularize Leave	▸ On launch of the page, all the leave applications, which have a mismatch in the shift details, will appear. ▸ Select the leave application and click on Regularize. ▸ The balance will be recalculated for the employee and leave type based on the new shift details of the employee.

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