LEAVE MANAGEMENT SYSTEM

Contents

Key Features of the Leave Management System:

- Leave Request: Submit requests online, no more manual paper forms.

- Check leave Balances: See your leave balance and days off left.

- Fast Approval: Supervisors and HR approve requests online.

  (accelerating the approval process)

- Get Notified: Get email updates on your leave requests.

1. System Login

To get started with the system, please follow these steps:

Access the RM Holdings Leave Management System using the following.

link: **http://124.43.16.148:8122/LMS/**

Username: ***Your office email address***

Password: ***You will receive it through a separate email.***
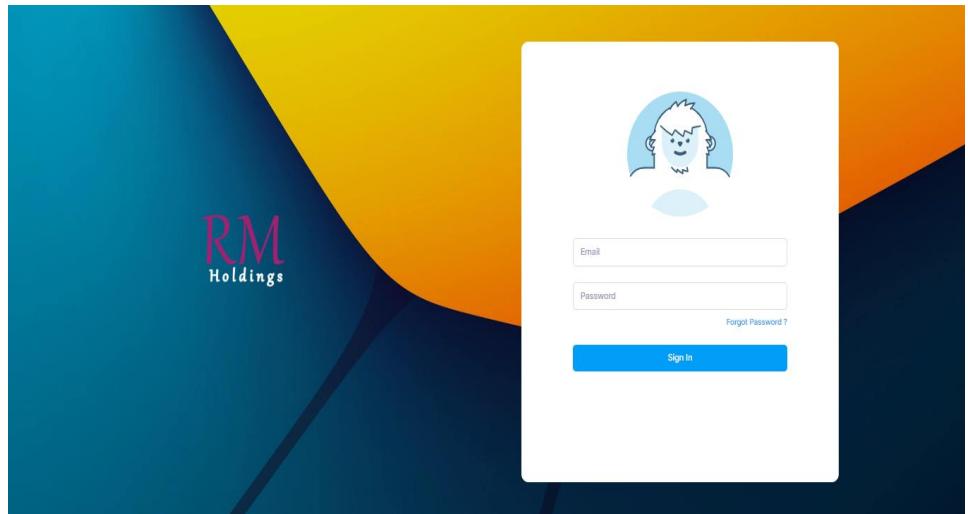
2. How to change the login password.

Step 01 – Click on the user icon.

Step 02 – Click on the change password text.

Step 04 – Enter a new password. (use a complex and memorable password)

Step 05 – Click the update button.

3. Home Page

On the Home page, you can:

1. Add new leave requests.
2. Delete unapproved requests.
3. Check your leave balance and current requests.

Green Color – Approved Leaves
Red Color – Rejected Leaves
Blue Color – Pending Leaves

4. How to add Leave Request [Full Day Leave]

Step 01 – Click the New request button.
Step 02 – Enter valid reasons for leave request.
Step 03 – **Tick All day** check box (full day leave).
Step 04 – Select start date.
Step 05 – Select end date.
Step 06 – Click the Submit button.
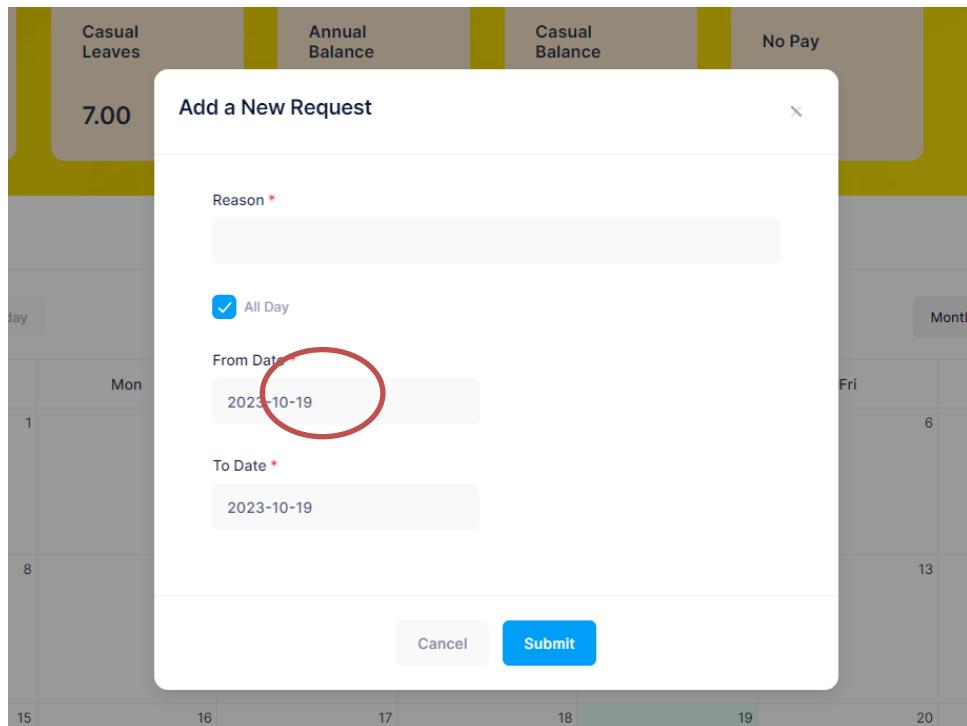
5. How to add Leave Request [Half Day Leave]

Step 01 – Click the New request button.
Step 02 – Enter valid reasons for leave request.
Step 04 – Select the leave taking date and **start time**.
Step 05 – Select the leave taking date and **end time**.
Step 08 – Click the **Submit** button.

6. How to delete a Leave Request

You can delete existing requests that have not been approved by the HODs shown in **blue** color.

Step 01 – Click on the existing request.
Step 02 – Click on the delete button (**Bin icon**).
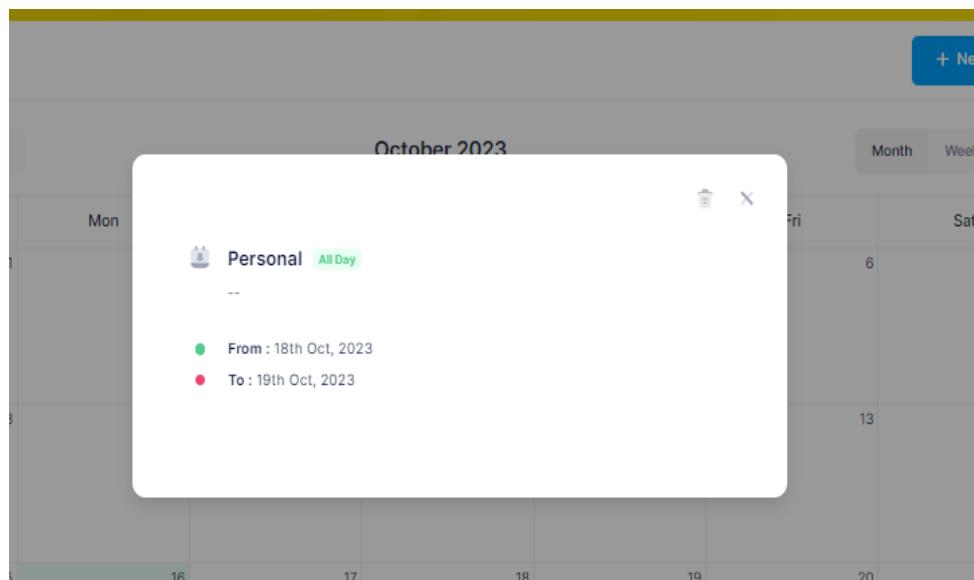
7. Check My Requests

On this page, users can see the status of all leave requests.
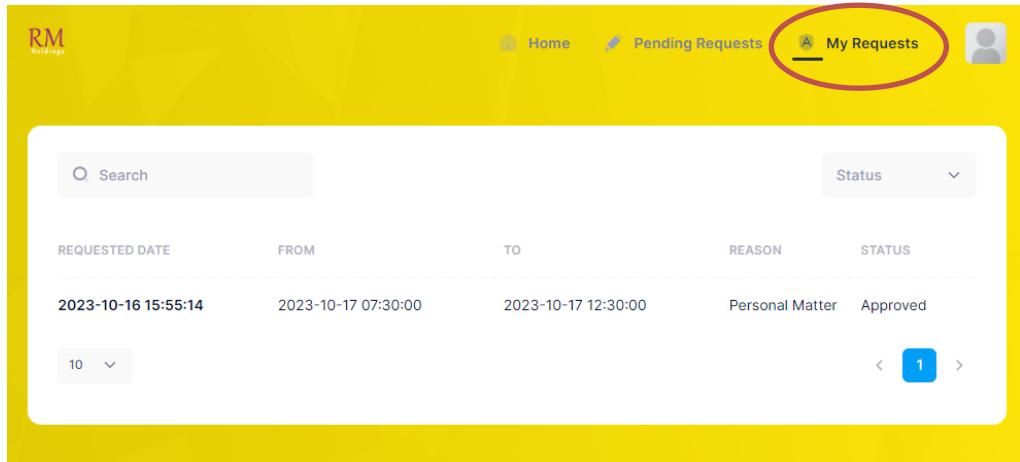
With the filter dropdown, you can filter leave status.
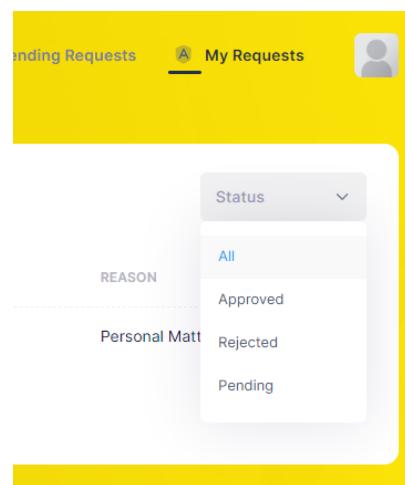
8. Approve Subordinate's leave

Step 1 – Click on the **Pending request** button.
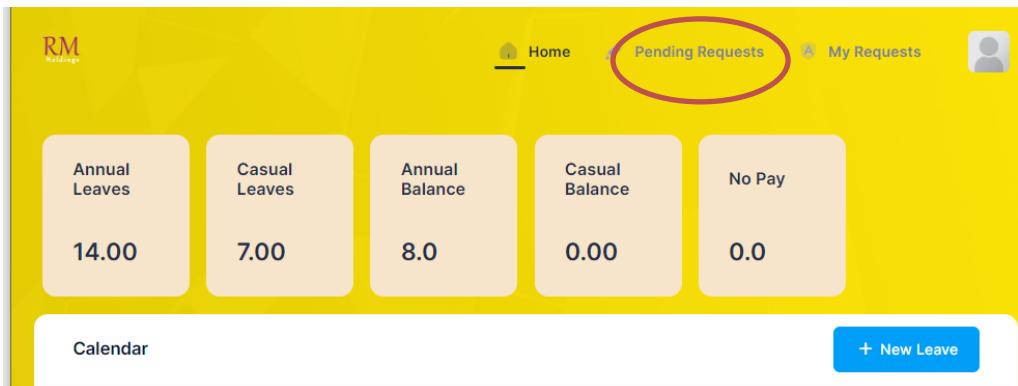
Step 2 – You can see the app leave requests.
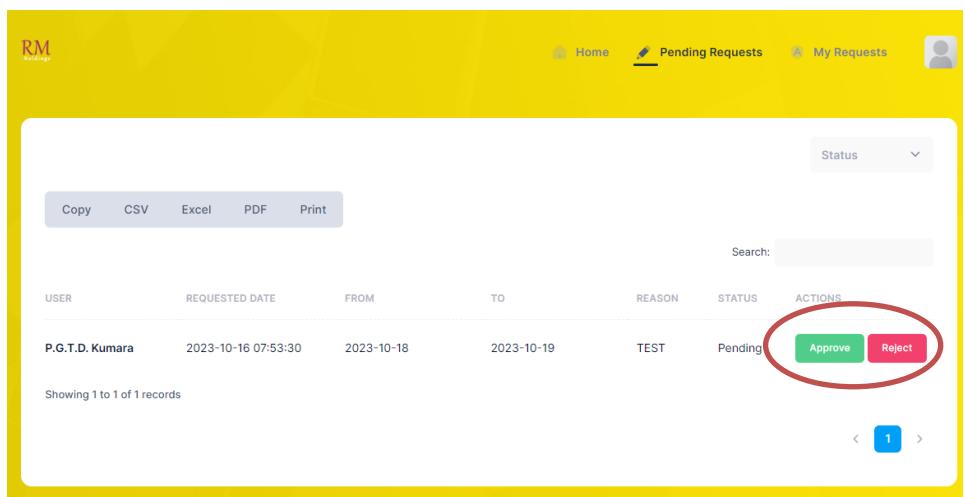
Step 3 – You can click **Approve** or **Reject** the leave request accordingly.

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