

Leave Management System for India - User Manual

Capgemini

15 November 2017

Version 1.2



Document Information

Revision History

Version	Date	Updated By	Changes Applied
1.0	30 Dec 2016	Roshini Roy	▶ Created
1.1	10 Apr 2017	Roshini Roy	▶ Leave Approval flow updated, added employee search, BU and Location filters, and allow Approval/Rejection from the Leave Details page.
1.2	15 Nov 2017	Pradnya Dhamale	▶ Removed AML approval flow

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1 Introduction

Leave Management System (LMS) is an internal application used within Capgemini by its employees, to manage leave. The module is designed to help both new and existing employees understand the process of planning and managing leave which is a mandatory process.

LMS allows the employees to apply, or manage approvals or get reports for the team. The employees are able to view, apply, cancel, approve, and generate basic reports using the LMS application.

LMS will be the single data source for all leave data.

This application will control and implement the unified India leave policy for permanent India employees.

1.1 Overview

LMS can be accessed at <https://lms.in.capgemini.com>

LMS is also accessible from Talent, iConnect, and India Applications Portal under People Menu.

LMS is designed to provide a single portal to facilitate the following:

- ▶ Planning of leave in advance
- ▶ Access to leave information
- ▶ Access to leave history
- ▶ Leave request submission and approvals
- ▶ Control over the leave usage based on organization policy
- ▶ Change in Weekly-Off days, currently available only for BSv and FS employees
- ▶ Alignment with Holiday list of client/account, currently available only for BSv and FS employees
- ▶ Email notification for each activity in LMS
- ▶ Generation of reports which can be used by employees/supervisors/HR and support teams
- ▶ Control over leave time entry in Clarity and Timecard systems

Please log incidents under [India Service Desk](#) if you face any issues while using LMS.

1.2 Dashboard

On launching LMS, the following page (Dashboard) is displayed to the user:

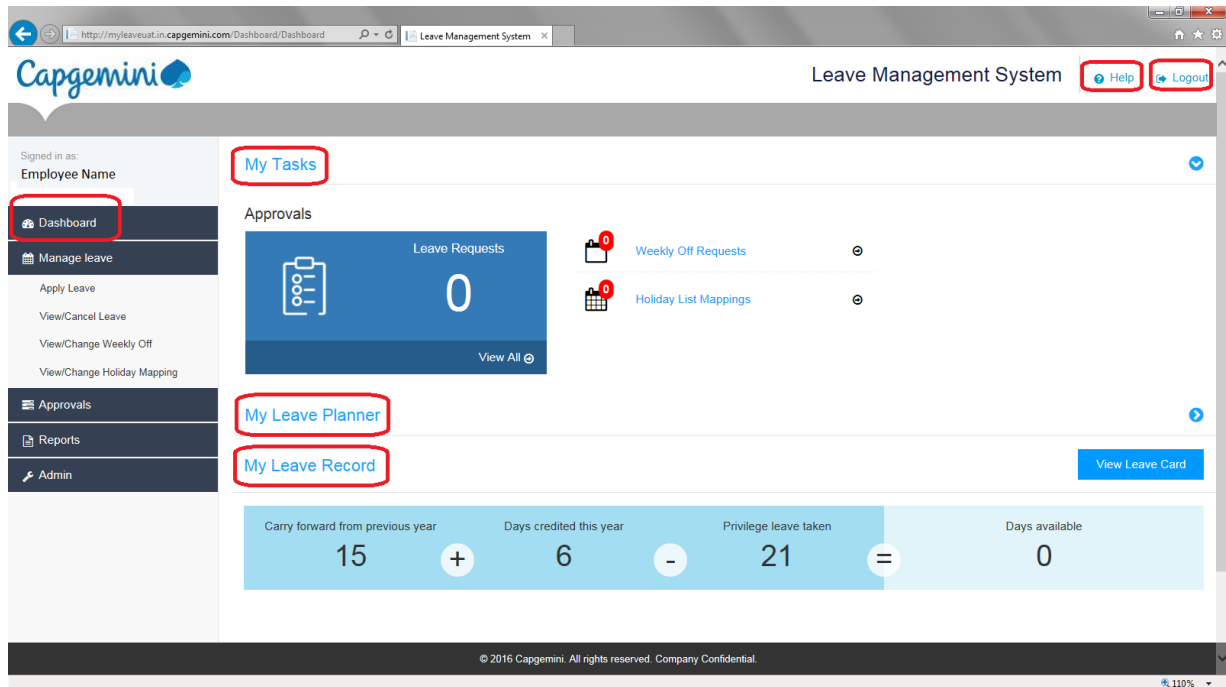


Figure: LMS Dashboard page - My Tasks

Following information is displayed on the Dashboard page:

- ▶ The top-most part of the page displays links to the Help page and Logout option. The LMS user manual, India leave policy and leave policy FAQs are available on the “Help” page.
- ▶ **My Tasks:** This section is available only if the logged in user is a supervisor. It displays the summary of pending requests in the supervisor queue for each type of request, namely, leave requests, change weekly off requests and change holiday mapping requests.

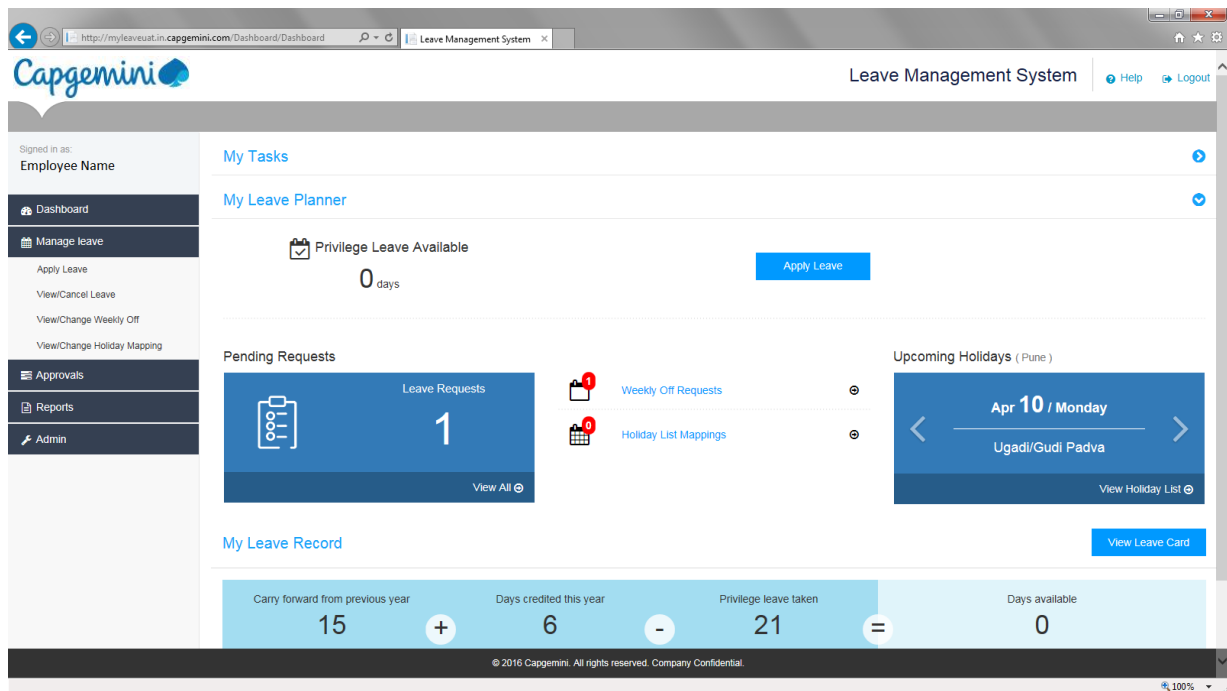


Figure: LMS Dashboard page - My Leave Planner

- ▶ **My Leave Planner:** This section is available to all employees and displays the Privilege leave available balance, “Apply Leave” button, and the summary of leave, holiday mapping and weekly off change requests pending approval which were submitted by the logged in user. “Upcoming Holidays” banner scrolls the current year holidays based on the holiday list mapped to the logged in user. “View Holiday List” link allows users to see the holiday list mapped to the logged in user in LMS for the current year.
- ▶ **My Leave Record:** This section shows the computation of current leave balance, with Carry forward days from previous year, days credited in current year, Privilege leave taken in current year and the Days Available (current leave balance) for current year. “View Leave Card” button allows users to navigate to the Leave Details (reports) page.

2 Manage Leave

This module allows LMS users to apply for leave, view/cancel the leave requests submitted by them, map themselves to client holidays and modify their weekly offs.

2.1 Apply Leave

User can apply for leave using the “Apply Leave” option under the “Manage Leave” menu. This page can also be opened by clicking on the “Apply Leave” button on the Dashboard page.

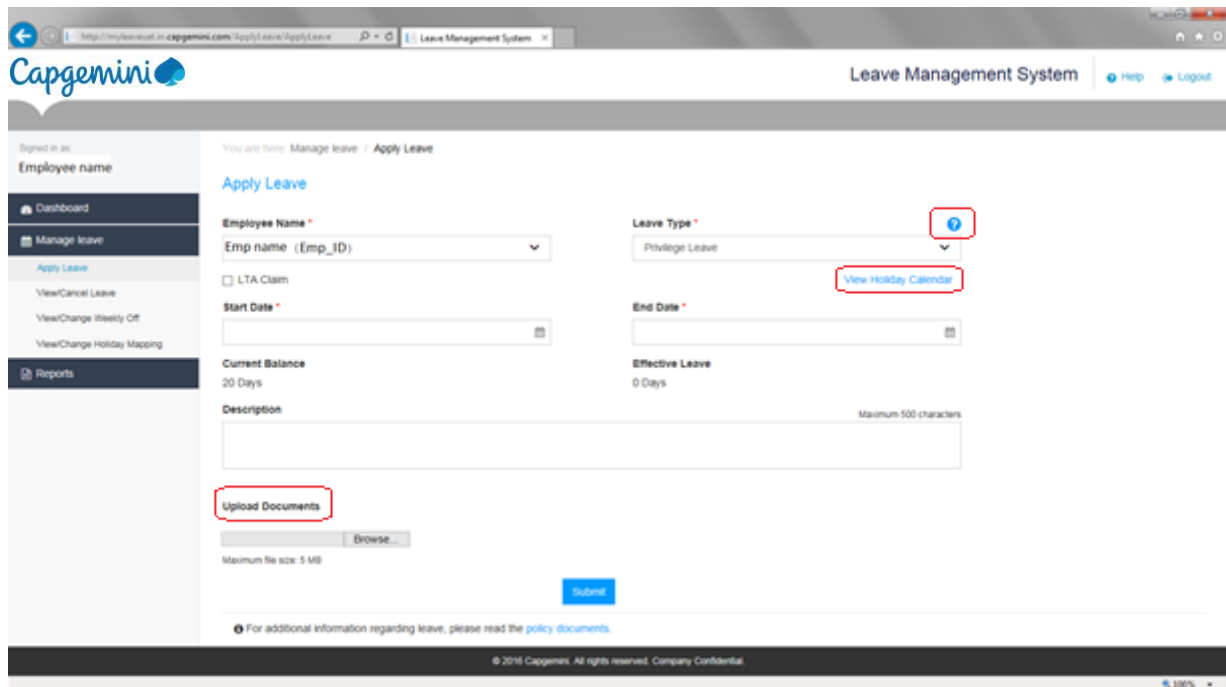


Figure: Apply Leave page

Employee Name displays the name of the logged in user by default.

The “Leave type” dropdown has Privilege leave selected by default. User can select required leave type from this dropdown. The “?” option next to this dropdown provides a brief description of the selected leave type. “View Holiday Calendar” displays the list of holidays currently mapped to the user.

On selecting the leave type, the applicable fields for the selected leave type are displayed on this page. User should fill in all the mandatory fields (marked with *) and Submit the request.

Document upload is mandatory for certain leave types. Only one file can be uploaded for each request. To upload the requisite documents, use the “Browse” option and select the file to be uploaded. Document file size is limited to 5 MB and document name length is limited to 100 alphanumeric characters. Allowed file types are pdf, msg, html, bmp, doc/docx, jpeg/jpg, gif, png, zip.

On “Submit”, the data entered in the leave request is validated based on the applicable leave policy. In case of incorrect data, appropriate message will be displayed to the user to correct the data in their leave request.

On successful submission of leave request, the supervisor will get an email notification and this request will be added to the supervisor’s queue for approval.

Apply leave on behalf of team members:

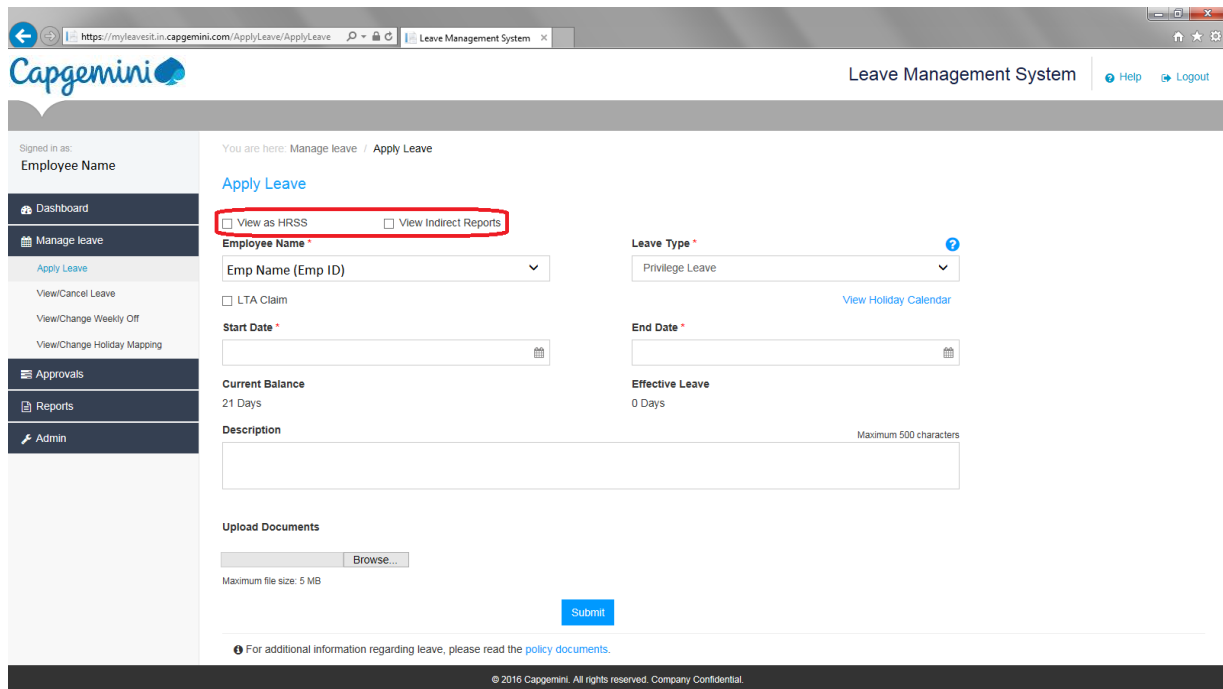


Figure: Apply Leave page

Supervisors can see their own name and the names of their direct reports in the Employee Name dropdown. This feature enables supervisors to submit requests on behalf of their direct reports.

“View Indirect Reports” option is available to supervisors of supervisors and allows them to select the name of their indirect reports from the Employee Name dropdown.

On submission of request by supervisors and supervisors of supervisors on behalf of a direct/indirect report, the request will be considered approved by supervisor, and corresponding email notifications will be sent from LMS.

“View as HRSS” option is available to HRSS to select employee whose leave application is to be submitted on their behalf.

On submission of request by HRSS users on behalf of an employee, the request will be considered final approved and corresponding email notifications will be sent from LMS.

2.2 View/Cancel Leave

User can view or cancel the leave requests submitted by them using this feature.

Select “View/Cancel Leave” option under the “Manage Leave” menu to access this page.

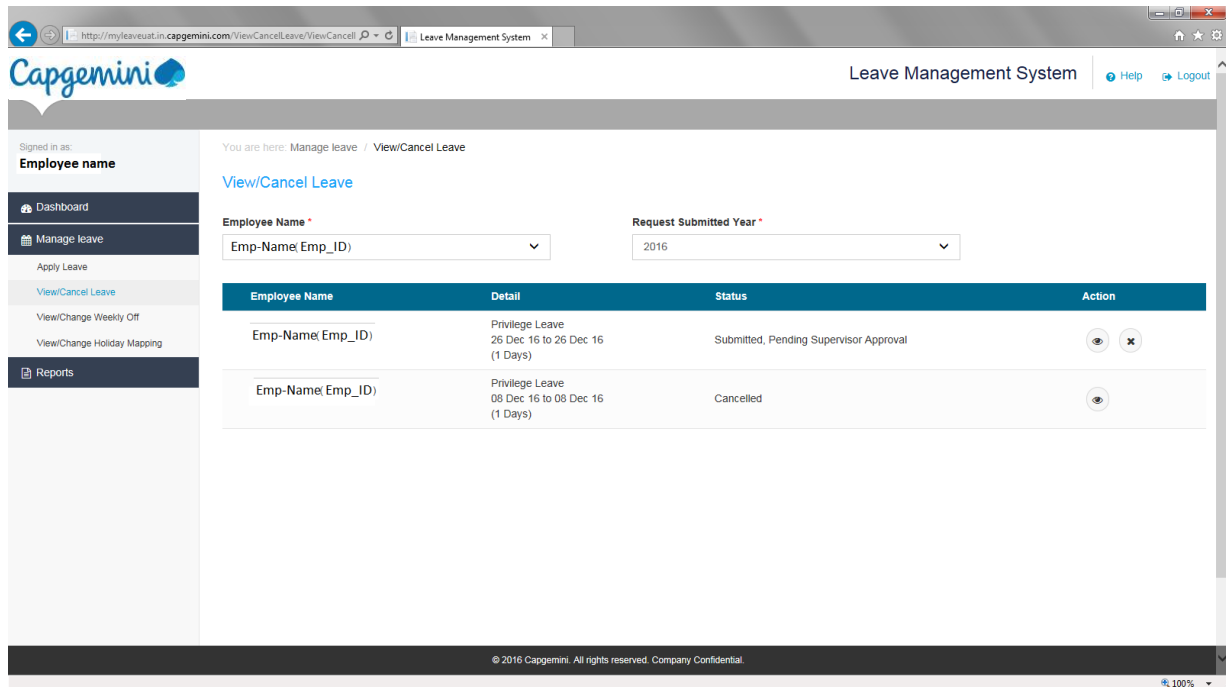


Figure: View/Cancel Leave page

Details and status of leave requests submitted in the current year are displayed on this page by default.

User can change the “Request Submitted Year” to view requests for other years.

User can view the details of each request using “View” (eye) available against each request under the Action column in the requests section.

User can cancel requests using “Cancel” (x) available against each request under the Action column in the requests section.

View submitted leave request details:

The Leave Details page displays the details of the selected leave request.

You are here : [Manage leave](#) / [View/Cancel Leave](#) / Leave Details

Leave Details

Status: Cancelled

Employee Name
Emp Name
Start Date
30-Dec-2016
Effective Leave
3 Days
Documents

Leave Type ⓘ
Leave Without Pay
End Date
01-Jan-2017
Description

History

Date	Status	Changed By	Comments
20-Dec-2016	Cancelled	Emp name and ID	cancel
20-Dec-2016	Employee Submit	Emp name and ID	

ⓘ [View/Cancel Leave](#)

Figure: Leave Details page

“History” section displays all the transactions that have occurred on this request and the status for each action taken on this request.

“View/Cancel Leave” link allows user to navigate back to the View/Cancel Leave page.

Cancel Leave:

Only the requests submitted within the past 60 days can be cancelled using the cancel option.

The Leave Details page is displayed with the Cancel button enabled if the user has clicked on the Cancel option under the “Action” column on the View/Cancel Leave page.

You are here : Manage leave / [View/Cancel Leave](#) / Leave Details

Leave Details

Status: Approved

Employee Name Emp name Start Date 19-Dec-2016 Effective Leave 5 Days Description Comments * Maximum 500 characters <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	Leave Type ? Paternity Leave End Date 23-Dec-2016 Child's date of birth 16-Dec-2016 Documents 95560-16122016120605544-Acceptable IT Usage Policy v_4 3.pdf
---	---

Upload Documents *
[Browse...](#)
Maximum file size: 5 MB

[Cancel Leave](#)

History

Date	Status	Changed By	Comments
16-Dec-2016	Approved by HRSS	Emp name and ID	

[View/Cancel Leave](#)

Figure: Cancel Leave page

Comments and upload of supporting document/email for the cancellation are mandatory.

A confirmation message is displayed when user clicks on Cancel button, and on confirmation by user, this request is cancelled in LMS.

In case the cancelled request was already approved (including auto approved) the cancellation will flow to the corresponding supervisor and/or HRSS queue, as applicable, for the approval of this cancellation.

2.3 View/Change Weekly Off


Employees can change their weekly off for some specific set of days in a week other than Saturday-Sunday by submitting their request from this page.

This feature is currently available only for BSV and FS employees.

Select “View/Change Weekly Off” option under the “Manage Leave” menu to view the WOs currently tagged to self, or to submit a WO change request.

You are here : Manage Leave / View/Change Weekly Off

View/Change Weekly Off

 Your current weekly offs are Saturdays and Sundays.

☐ View as HRSS

☐ View Indirect Reports

Employee Name *

Emp Name (Emp ID) 


Start Date *



End Date *



Weekly Off *

Select Weekly Off 

Comments

Maximum 500 characters

Submit


Weekly Off	Start Date	End Date	Status	Action
Wednesday	27-Nov-2016	30-Nov-2016	Submitted, Pending Supervisor Approval	
Wednesday	08-Oct-2016	30-Oct-2016	Submitted, Pending Supervisor Approval	
Thursday	23-Sep-2016	30-Sep-2016	Submitted, Pending Supervisor Approval	

Figure: View/Change Weekly Off page

Employee can fill-in the duration for which they want to modify their weekly off and then can select two days from the “Weekly Off” dropdown on which they want to avail the weekly off.

On Submit, the request will go to the supervisor queue for approval. Supervisor approval is mandatory for the change to come into effect.

Employee can “Delete” the submitted requests within 60 days, which will be sent to the supervisor for cancellation approval if it had been already approved by the supervisor.

Supervisors, supervisors of supervisors and HRSS can submit this request on behalf of their team members.

Email notifications will be sent from LMS for each action performed on this request by employee, supervisor, supervisor of supervisor and HRSS user.

Note: By default, weekly offs are Saturdays and Sundays.

2.4 View/Change Holiday Mapping


Employees who need to follow the holiday list of their client/account can use this feature to map themselves to the client/account holiday list for a specified duration.

This feature is currently available only for BSv and FS employees.

Select “View/Change Holiday Mapping” option under the “Manage Leave” menu to view currently mapped to self, or to submit the HL change request.

You are here: Manage Leave / View/Change Holiday Mapping

View/Change Holiday Mapping

 You are currently mapped to **Pune** holiday list.

☐ View as HRSS ☐ View Indirect Reports

Employee Name *

Emp Name (Emp ID) 

Account *

Select Account 

Captive Location *



Start Date *



End Date *



Comments

Maximum 500 characters

Align me to this list

Account	Captive Location	Start Date	End Date	Status	Action
ANZ Banking Group Limited	Bangalore	01-Dec-2016	31-Dec-2016	Submitted, Pending Supervisor Approval	
HSBC Holdings PLC	Bangalore	01-Aug-2016	15-Aug-2016	Cancelled	
HSBC Holdings PLC	GLT - Pune & HYD	01-Feb-2017	28-Feb-2017	Approved	

Figure: View/Change Holiday Mapping page

To change the HL mapping, user should select the required Account and the Captive Location.

Provide the duration by selecting the Start and End date for the new HL mapping.

On click of “Align me to this list” button, the request will go to the supervisor’s queue for approval. Supervisor approval is mandatory for the change to come into effect.

Employee can “Delete” the submitted requests within 60 days, which will be sent to the supervisor for cancellation approval if it had been already approved by the supervisor.

Supervisors, supervisors of supervisors and HRSS users can submit this request on behalf of their team. Requests submitted on behalf of employee will be approved

Email notifications will be sent from LMS for each action performed on this request by employee, supervisor, supervisor of supervisor and HRSS user.

Note: By default, an employee’s Holiday List is mapped to the location which they are currently tagged to in their HR system.

3 Approvals

LMS approvers and HRSS users can approve requests pending in their queue using this feature.

Only Supervisors, Supervisors of supervisors and HRSS users can access this module.

3.1 Approve Leave

LMS approvers can take action on the leave requests pending in the approval queue from this page.

Authorized users can navigate to this page using the “Approve Leave” option under “Approvals” menu.

Approve Leave

☒ View Indirect Reports

Employee Name

BU

Location

Employee Name

Select BU

Select Location

Search

Reset

Employee Name	Detail	Request Type	Comments	Action
<input type="checkbox"/> Employee Name (Emp ID) FSSBU	Leave Without Pay 17-Jan-2017 to 19-Feb-2017 (34 Day(s))	Cancellation		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="checkbox"/> Employee Name (Emp ID) ACIS	Leave Without Pay 02-Mar-2017 to 02-Apr-2017 (32 Day(s))	Leave Request		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Comments (for all selections)

Approve

Reject

Figure: Approve Leave page

Supervisor of supervisor can view and take action on the pending requests for their indirect reports by selecting the “View Indirect Reports” checkbox.

HRSS users can view and take action on the pending requests in their queue by selecting the “View as HRSS” checkbox.

Search and filter options

- Employee Name allows users to search for pending requests based on name, ID, GGID, etc.
- BU filter allows users to select ACIS or BSv or FS to view pending requests in the selected BU.
- Location filter allows users to view the pending requests based on the selected location.
- Search button will allow users to view the pending requests as per selected search/filter criteria.
- Reset button will clear the search/filter criteria and will refresh the data on this page.

Leave requests data grid

Leave details like Employee ID, Employee Name, Leave Type, Leave Start Date, Leave End Date and Effective Leave days are available in a table for all requests that are pending approval.

Request Type indicates the type of request, whether it is a cancellation request or a leave application.

Users can “Approve” (tick) or “Reject” (x) a request using these options under the “Action” column.

On click of “View” against any pending request, the Leave Details page is displayed.

“Comment” is mandatory in case of rejection.

Bulk approvals and rejections can be done by selecting the checkboxes next to required requests and clicking on the Approve or the Reject button at the bottom of the page.

A common Comment box allows users to provide a single comment for bulk approvals or rejections.

Leave Details page

User can Approve or Reject the request from this page.

You are here : [Approvals](#) / [Approve Leave](#) / Leave Details

Leave Details

Status: Supervisor Approved, Pending HRSS Approval

Employee Name

Emp Name (Emp ID)

Start Date

17-Jan-2017

Effective Leave

34 Day(s)

Documents

Comments (for all selections)

Leave Type ?

Leave Without Pay

End Date

19-Feb-2017

Description

Approve

Reject

History

Date	Status	Changed By	Comments
20-Jan-2017	Approved by Supervisor	Super-Name (Super-ID)	LWP approved

3.2 Approval flow and Approvers

Type of leave	Approval flow and Approvers
Privilege Leave	Only Supervisor approval is required
Maternity Leave	Requires 2 approvals - first Supervisor, second HRSS
Miscarriage Leave	Requires 2 approvals - first Supervisor, second HRSS
Paternity Leave	Requires 2 approvals - first Supervisor, second HRSS
Adoption Leave	Requires 2 approvals - first Supervisor, second HRSS
Bereavement Leave	Only Supervisor approval is required
Leave without pay	If LWP is up to 30 days, only Supervisor approval is required If LWP is more than 30 days, HRSS approval is required after supervisor approval
Comp-off	Only Supervisor approval is required
Relocation	Requires 2 approvals - first Supervisor, second HRSS

3.3 Approve Weekly Off

This section allows Supervisors to decision the change weekly off requests submitted by their team.

Select “Approve Weekly Off” option from “Approvals” menu to access the requests which are pending approval for weekly off change.

Approve Weekly Off

☐ View Indirect Reports

Employee Name	Details	Comments	Action
<input type="checkbox"/> Employee name (Emp_ID)	05-Sep-2016 to 26-Sep-2016 Tuesday-Wednesday	Comments	<input checked="" type="radio"/> <input type="radio"/>

Comments (for all selections)

Figure: Approve Weekly Off page

Supervisors can decision the pending requests in their queues by clicking on the “Approve” (tick mark) or “Reject” (x) option under the “Action” column.

“Comments” is mandatory in case of rejections.

Multiple requests can be decisioned by selecting the checkbox provided next to each request and clicking on the common Approve or Reject button on the page. The common Comments box allows users to input a single comment for bulk approvals or rejections.

Supervisor of supervisor can view and take action on the pending requests for their indirect reports by selecting the “View Indirect Reports” checkbox.

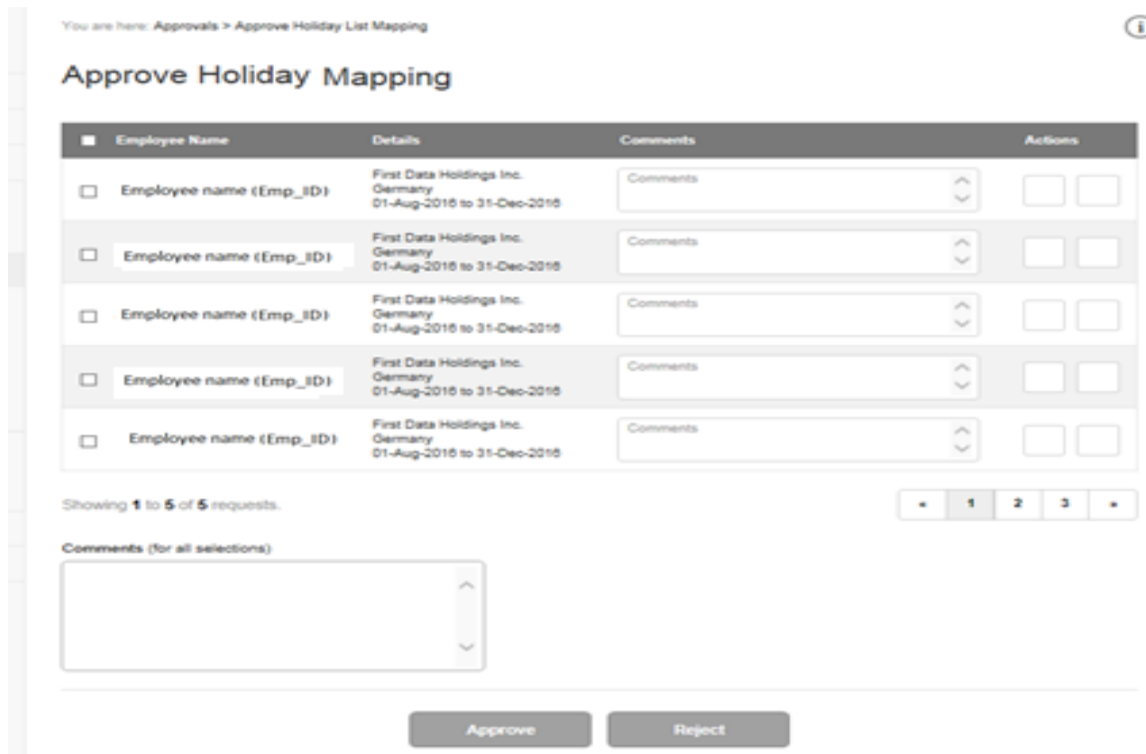
On approval, the requested WO will come in effect for the employee from the start date of this request and will revert to default WO after end date of this request.

Corresponding email notification will be sent from LMS.

3.4 Approve Holiday Mapping

This section allows the Supervisors to approve change holiday list mapping requests submitted by their team.

To access the Holiday List Mapping approval page, select “Approve Holiday Mapping” option from “Approvals” menu.



You are here: Approvals > Approve Holiday List Mapping

Approve Holiday Mapping

Employee Name	Details	Comments	Actions
<input type="checkbox"/> Employee name (Emp_ID)	First Data Holdings Inc. Germany 01-Aug-2016 to 31-Dec-2016	Comments	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Employee name (Emp_ID)	First Data Holdings Inc. Germany 01-Aug-2016 to 31-Dec-2016	Comments	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Employee name (Emp_ID)	First Data Holdings Inc. Germany 01-Aug-2016 to 31-Dec-2016	Comments	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Employee name (Emp_ID)	First Data Holdings Inc. Germany 01-Aug-2016 to 31-Dec-2016	Comments	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Employee name (Emp_ID)	First Data Holdings Inc. Germany 01-Aug-2016 to 31-Dec-2016	Comments	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 5 of 5 requests.

Comments (for all selections)

Approve Reject

Figure: Approve Holiday Mapping page

Supervisors can decision the pending requests in their queues by clicking on the “Approve” (tick mark) or “Reject” (x) option under the “Action” column.

“Comments” is mandatory in case of rejections.

Multiple requests can be decisioned by selecting the checkbox provided next to each request and clicking on the common Approve or Reject button on the page. The common Comments box allows users to input a single comment for bulk approvals or rejections.

Supervisor of supervisor can view and take action on the pending requests for their indirect reports by selecting the “View Indirect Reports” checkbox.

On approval, the requested HL will come in effect for the employee from the start date of this request and will revert to default HL after end date of this request.

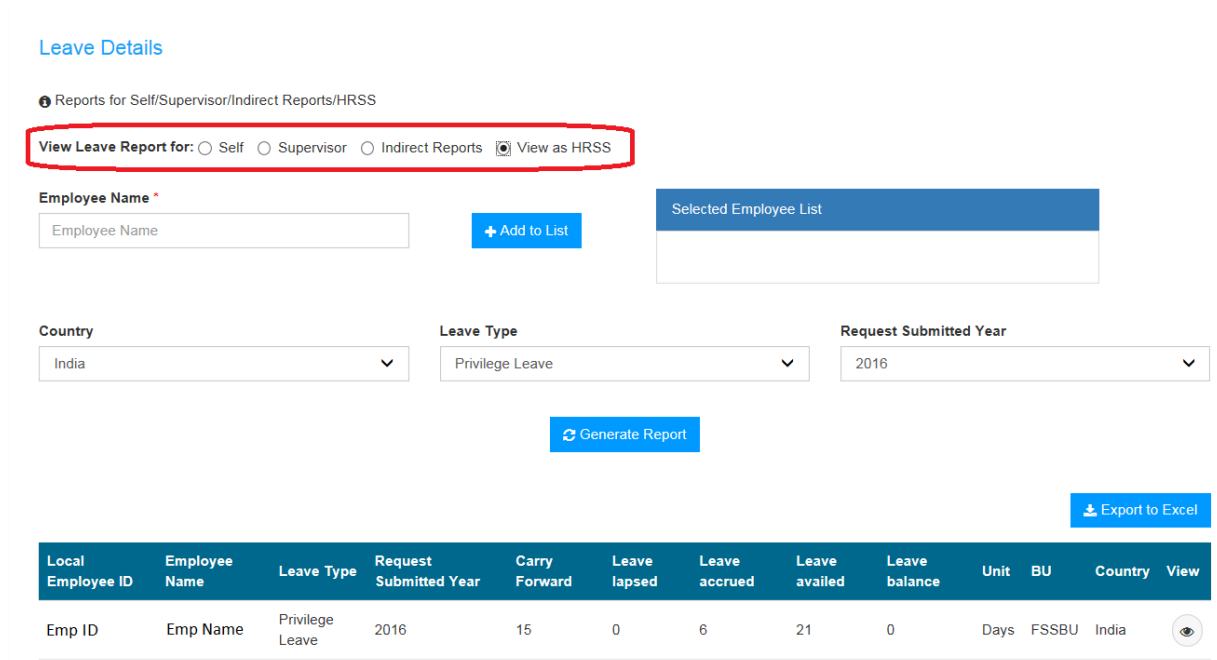
Corresponding email notification will be sent from LMS.

4 Reports

Employees can generate leave reports for themselves or for their team from this module.

4.1 Leave Details

User can generate reports for different leave types taken by self or by their team using the “Leave Details” option from “Reports” menu.



Leave Details

Reports for Self/Supervisor/Indirect Reports/HRSS

View Leave Report for: ☐ Self ☐ Supervisor ☐ Indirect Reports ☒ View as HRSS

Employee Name *

Employee Name [+ Add to List](#)

Selected Employee List

Country: India

Leave Type: Privilege Leave

Request Submitted Year: 2016

[Generate Report](#)

[Export to Excel](#)

Local Employee ID	Employee Name	Leave Type	Request Submitted Year	Carry Forward	Leave lapsed	Leave accrued	Leave availed	Leave balance	Unit	BU	Country	View
Emp ID	Emp Name	Privilege Leave	2016	15	0	6	21	0	Days	FSSBU	India	

Figure: Leave Details - “View Leave Report for” options based on user access level in LMS

“View leave report for” feature allows users to generate reports based on their LMS role.

“Self” is default selected for all employees.

“Supervisor” option is available for Supervisors to view data for their direct reports.

“Indirect Reports” option is available to Supervisors of supervisors to view data for their indirect reports.

“View as HRSS” enables HRSS users to generate leave reports for all employees who use this application. User can search for required employees using the “Employee Name” field which allows search using employee name or local employee ID and “Add” the required employees to the “Selected Employee List” box (up to 50 employees can be added) and click on the “Generate Report” button. To remove employee names from the selected employees scrollable list box, use the “Delete” option next to each employee name.

User can change the “Country” from this dropdown. India is the default selection.

User can select the “Leave type” from this dropdown. Privilege leave is the default selection.

User can change the “Request Submitted Year” from this dropdown. The current year is the default selection.

To generate reports for other leave types and years, select required options in the corresponding dropdowns and click on the “Generate Report” button.

Users can use the “Export to Excel” button to export the leave data generated into an excel file.

Privilege leave data for “Self” for current year is displayed by default when user opens this page.

You are here: Reports / Leave Details

Leave Details

● Reports for Self/Supervisor/Indirect Reports/HRSS

View Leave Report for: ☒ Self ☐ Supervisor ☐ Indirect Reports ☐ View as HRSS

Country: Leave Type: Request Submitted Year:

[Generate Report](#) [Export to Excel](#)


Local Employee ID	Employee Name	Leave Type	Request Submitted Year	Carry Forward	Leave lapsed	Leave accrued	Leave availed	Leave balance	Unit	BU	Country	View
Emp ID	Emp name	Privilege Leave	2016	15	0	6	21	0	Days	FSSBU	India	

Figure: Leave Details Report page for Privilege leave

For **Privilege** leave type, the fields available in the “Leave Details Report” are – Employee ID, Employee Name, Leave Type, Request Submitted Year, Carry Forward, Leave Lapsed, Leave Accrued, Leave Availed, Leave Balance, Unit (leave is in days or hours), BU, and Country.

You are here: Reports / Leave Details

Leave Details

● Reports for Self/Supervisor/Indirect Reports/HRSS

View Leave Report for: ☒ Self ☐ Supervisor ☐ Indirect Reports ☐ View as HRSS

Country: Leave Type: Request Submitted Year:

[Generate Report](#) [Export to Excel](#)


Local Employee ID	Employee Name	Leave Type	Request Submitted Year	No Of Occurrences In Year	Total Days Availed In Year	Unit	Current BU	Current Country	View
Emp ID	Emp name	Paternity Leave	2016	2	10	Days	FSSBU	India	

Figure: Leave Details Report page for Paternity leave

For other leave types, the fields available in the “Leave Details Report” are – Employee ID, Employee Name, Leave Type, Request Submitted Year, No Of Occurrences In Year, Total Days Availed In Year, Unit, BU, and Country.

On clicking the “View” option for the required leave record in the Leave Details report table, the Leave Ledger page is displayed with all the transactions for the selected leave and year.

Leave Ledger for Privilege leave:

The Leave Ledger page displays all the transactions for the employee, leave type and year which was selected on the Leave Details report page.

Leave Ledger

Employee Name	Leave Type
Emp name	Privilege Leave
Local Employee ID	GlobalID
Emp ID	GGID
Unit	BU
Days	FSSBU
Country	
India	

[Export to Excel](#)

Details	Start Date	End Date	Credit	Debit	Balance	LTA selected	Request Status	Action taken	Action by (GGID)	Action by (Name)	Action date	Remark
Privilege Leave C/F for the Year 2016			15	0	15	No						
Monthly Privilege Leave Credited for July 2016			2	0	17	No						
Monthly Privilege Leave Credited for August 2016			2	0	19	No						
Monthly Privilege Leave Credited for September 2016			2	0	21	No						
Privilege Leave Debited	01 Nov 2016	29 Nov 2016	0	21	0	No	Submitted, Pending Supervisor Approval	Submitted By Employee	GGID	Emp name and ID	29 Nov 2016	
Privilege Leave Debited	02 Dec 2016	07 Dec 2016	0	4	-4	No	Submitted, Pending Supervisor Approval	Submitted By Employee	GGID	Emp name and ID	20 Dec 2016	
Privilege Leave Debited	30 Dec 2016	30 Dec 2016	0	1	-5	No	Submitted, Pending Supervisor Approval	Submitted By Employee	GGID	Emp name and ID	20 Dec 2016	
Cancelled Privilege Leave Credited	30 Dec 2016	30 Dec 2016	1	0	-4	No	Cancelled	Cancelled By Employee	GGID	Emp name and ID	20 Dec 2016	cancel
Cancelled Privilege Leave Credited	02 Dec 2016	07 Dec 2016	4	0	0	No	Cancelled	Cancelled By Employee	GGID	Emp name and ID	20 Dec 2016	cancel

Figure: Leave Ledger page for Privilege leave

For Privilege leave type, the fields available in the “Leave Ledger” are – Details, Start Date, End Date, Credit, Debit, Balance, LTA selected, Request Status, Action taken, Action by(GGID), Action by(Name), Action date, Remark.

Leave Ledger for other leave types:

You are here : Reports / [Leave Details](#) / Leave Ledger

Leave Ledger

Employee Name	Leave Type
Emp name	Paternity Leave
Local Employee ID	GlobalID
Emp ID	GGID
Unit	BU
Days	FSSBU
Country	
India	

[Export to Excel](#)

Details	Start Date	End Date	Effective Leave	Request Status	Action taken	Action by (GGID)	Action by(Name)	Action date	Remark
Paternity Leave Debited	12 Dec 2016	16 Dec 2016	5	Approved	Approved By HRSS	GGID	Emp name and ID	16 Dec 2016	
Paternity Leave Debited	19 Dec 2016	23 Dec 2016	5	Approved	Approved By HRSS	GGID	Emp name and ID	16 Dec 2016	

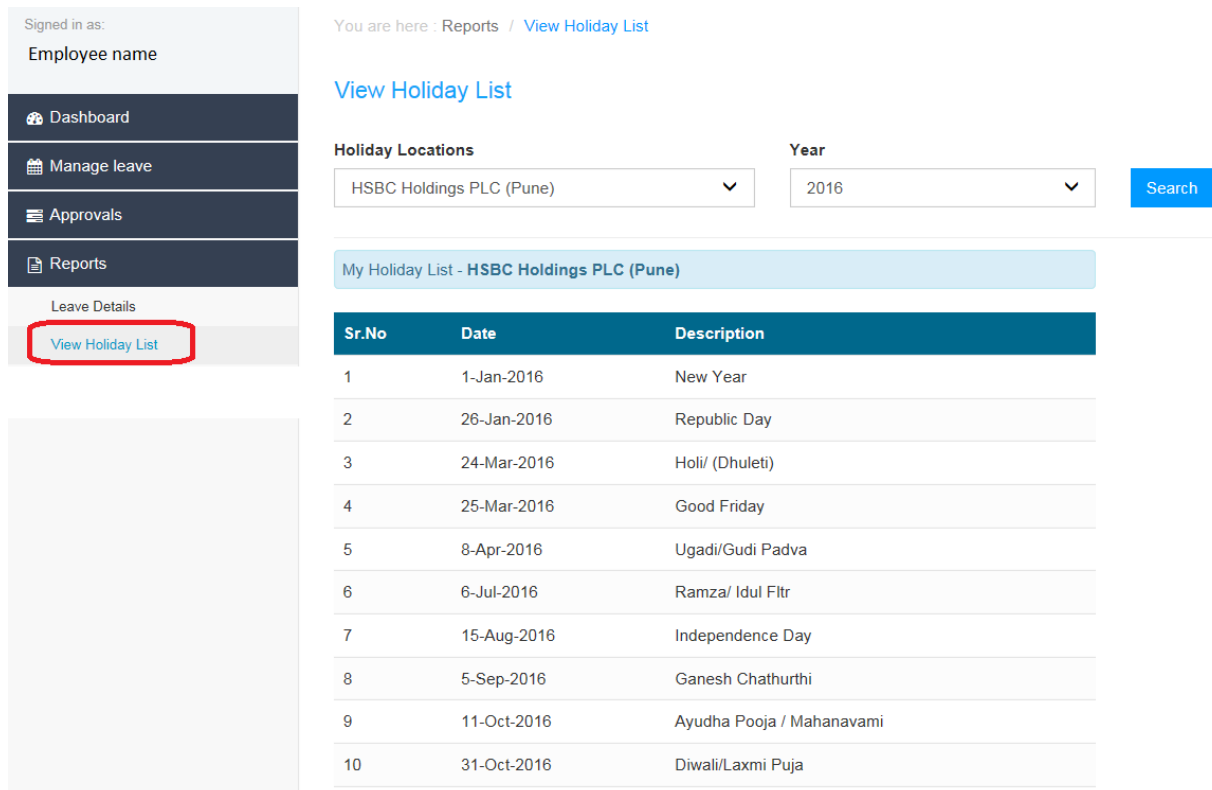
Figure: Leave Ledger page for Paternity leave

For other leave types, the fields available in the “Leave Ledger” are - Details, Start Date, End Date, Effective Leave, Request Status, Action taken, Action by(GGID), Action by(Name), Action date, Remark.

4.2 View Holiday List

User can view the holidays on this page for the location to which they are currently tagged to.

“View Holiday List” can be accessed from the “Reports” menu.



Signed in as:
Employee name

Dashboard
Manage leave
Approvals
Reports
Leave Details
View Holiday List

You are here : Reports / [View Holiday List](#)

View Holiday List

Holiday Locations
HSBC Holdings PLC (Pune) ▼

Year
2016 ▼

Search

My Holiday List - HSBC Holdings PLC (Pune)

Sr.No	Date	Description
1	1-Jan-2016	New Year
2	26-Jan-2016	Republic Day
3	24-Mar-2016	Holi/ (Dhuleti)
4	25-Mar-2016	Good Friday
5	8-Apr-2016	Ugadi/Gudi Padva
6	6-Jul-2016	Ramza/ Idul Fitr
7	15-Aug-2016	Independence Day
8	5-Sep-2016	Ganesh Chathurthi
9	11-Oct-2016	Ayudha Pooja / Mahanavami
10	31-Oct-2016	Diwali/Laxmi Puja

Figure: View Holiday List page

The “Holiday Locations” dropdown allows users to view the holidays for other locations

The “Year” dropdown allows users to view holidays for selected year.

After selecting the location and year, click the “Search” button to get the holiday list for this selection.

5 Timesheet submission

Leave time cannot be applied directly in Clarity or Timecard systems and leave codes will not be available for addition to the timesheets.

All leave should be applied in LMS and approved by Supervisor and/or HRSS as applicable, and only the approved leave will be available for timesheet submission.

LMS is the source of truth for leave information, therefore no leave information will be retrieved from the timesheet system into LMS.

Timesheet will be rejected if the leave data in timesheet does not match the leave data approved in LMS.

If employee needs to modify the leave date/s or leave type, the corresponding leave request should be cancelled in LMS and the cancellation should be approved by the supervisor and/or HRSS, as applicable. A fresh request should be submitted with required leave data and approved in LMS, after which this leave data will be available in the timesheet.

The approved leave will be available for timesheet submission only after the batch run from LMS to the Clarity or Timecard system is completed.