

## Leave Management FAQ

LEAVE MANAGEMENT				
Sr.	FAQs	User	Solution	Remarks
1.	Who will Define State Level Leave Rules in HRMS?	State Admin	<p>State-Level Leave Rules are defined and maintained by the State Administrator as per the Government's notified rules and policies.</p> <p>Similarly, Department-Specific Leave Rules can be added or updated by the Department Administrator, according to the requirements and regulations of the respective department.</p>	
2.	What is Opening Balance in Regular and Special leaves? And who can fill the Opening Balance against each employee?	Leave management authority	<p>Path: <i>Leave Management</i> → <i>Set Leave Opening Balance</i></p> <p>Instructions:</p> <ul style="list-style-type: none"> <li>● Use this option to add or update the current leave balance of an employee.</li> <li>● Without entering the Opening Balance, an employee cannot apply for leave—the system will not allow leave entry if the balance is missing or not updated.</li> </ul> <p>Role Permissions:</p> <ul style="list-style-type: none"> <li>● The Office Administrator can directly enter the leave opening balance for all employees, OR</li> <li>● The Office Administrator may assign permission to any authorized employee who can then enter the Opening Balance for other employees.</li> </ul>	

			application management >> module wise menu permission	
4.	Can Office Admin Map Reporting Officer from Other Departments in Leave Management?	Leave management authority	<p>Yes, you can map a Reporting Officer from another department using the Office Administrator Login. Follow the steps below: Steps:</p> <ol style="list-style-type: none"> <li>1. Login using your Office Administrator account.</li> <li>2. leave management &gt;&gt; map leave reporting officer</li> <li>3. Select the Employees whose posting is in the current office.</li> <li>4. Proceed with the following selections in order: <ul style="list-style-type: none"> <li>○ Establishment Department</li> <li>○ Office Level</li> <li>○ District</li> <li>○ Establishment Office</li> <li>○ Designation</li> </ul> </li> <li>5. Then select the Employee Name who will act as the Reporting Officer for the selected employee(s).</li> <li>6. Save the details to complete the mapping.</li> </ol>	<p>Important Note Only the assigned Reporting Officer can forward the leave request to the concerned Department / Officer / Employee in the workflow.</p>
5.	Who can Set Min Max leave Limits in Regular and special Leave in Leave Management	State admin	<p>Only the State Administrator has the authority to set the minimum and maximum leave limits for both Special Leaves and Regular Leaves.</p> <p>The State Administrator can also define whether a particular leave type will be carried forward to the next year or lapse at the end of the year.</p>	

6.	If Department have Own Leave Management Rules Can they set the same in leave Management?	Department Administrator or ID	<p>The Department Administrator can create and manage leave rules that apply only to employees of that specific department.</p> <p>If required, the Department Administrator can also define designation-specific leave rules.</p> <p>In such cases, employees whose designations are mapped to these special rules will receive the additional benefits of those designation-specific leave rules, in addition to the general leave rules applicable at the department level.</p>	
7.	How Can an Employee Apply for Leave?	employee ID	<p>Path: <i>My Service → Leave Services → Apply Leave</i></p> <p>Steps:</p> <ol style="list-style-type: none"> <li>1. Login with your Employee ID.</li> <li>2. Go to My Service → Leave Services → Apply Leave.</li> <li>3. Select the Leave Type and choose the Leave Dates.</li> <li>4. Submit the leave request to the Reporting Officer (RO).</li> <li>5. Confirm the leave submission by entering the OTP received on your registered mobile number.</li> </ol>	<p><b>Leave Balance &amp; Auto-Update</b> Before applying, the employee can view all available leave balances directly on the screen. Once the leave is approved and taken, the Leave Opening Balance is automatically updated by the system.</p>
8.	Can I cancel my leave?	employee ID	<ul style="list-style-type: none"> <li>• An employee can cancel an Approved (but not yet availed) Leave through the My Services option.</li> <li>• Go to: My Services → Leave Services → Apply Leave → Leave Details Then click on “Leave Cancellation Request” for the specific leave.</li> </ul>	<p><b>Important:</b> Ensure that no Joining entry has been applied or approved against the Earned Leave (EL) before submitting a cancellation request. Once a Joining entry is approved, the leave cannot be cancelled.</p>

			<p>Additional Rules</p> <ul style="list-style-type: none"> <li>• An employee may cancel any approved leave, provided the leave period has not started.</li> <li>• The Reporting Officer (RO) can also cancel or reject any pending leave request submitted by the employee.</li> </ul>	
9.	How Can Leave joining Report and leave early joining report after or before leave?	employee ID	<p>Path: <i>My Services</i> → <i>My Leave Services</i> → <i>Leave Joining Report</i></p> <p>Steps:</p> <ol style="list-style-type: none"> <li>1. Login with your Employee ID.</li> <li>2. Go to <i>My Services</i> → <i>My Leave Services</i> → <i>Leave Joining Report</i>.</li> <li>3. Select the leave for which you want to submit the joining report.</li> <li>4. Submit the request to your current Reporting Officer (RO).</li> </ol> <p>Early Joining (Joining Before Approved Leave End Date)</p> <ul style="list-style-type: none"> <li>• If you are joining early, select the Early Joining option.</li> <li>• Choose the actual joining date, and submit the request.</li> <li>• The Reporting Officer (RO) must approve the early joining request.</li> </ul>	<p>Important Notes</p> <p>No joining report is required for Casual Leave (CL).</p> <p>If the leave joining or early joining is NOT entered and approved, the employee cannot apply for any new leave.</p> <p>(The system blocks further leave requests until the previous leave is properly closed with a joining entry.)</p>

11.	What activities can be performed by reporting officer under leave management	leave approving authority	<p>When the Reporting Officer logs in, the following options will be available:</p> <ol style="list-style-type: none"> <li>1. Leave Detail – View employee leave balances and history.</li> <li>2. Leave Requests – Approve or reject new leave applications submitted by employees.</li> <li>3. Approved Leave Cancellation – Review and approve employee requests to cancel already approved leaves.</li> <li>4. Joining Requests – Approve joining and early joining requests submitted by employees after leave.</li> <li>5. Leave Conversion Requests – Approve or reject requests for converting one leave type to another (where permitted).</li> </ol>	<p>Notification to Reporting Officer</p> <ul style="list-style-type: none"> <li>● The Reporting Officer receives an SMS alert whenever an employee applies for leave, ensuring timely action on the request.</li> </ul>
14.	Is it mandatory to fill Employee Absent Detail?	leave approving authority	<p>This option is used when an employee has been absent from the office without any prior intimation for an extended period.</p> <ul style="list-style-type: none"> <li>● The Leave Absent Date is important because it affects the calculation of Earned Leave (EL).</li> <li>● Days marked as Absent are not counted for EL accrual and therefore reduce the total EL earned by the employee.</li> </ul>	
15.	How Office Admin Can Update Employee Leave Detail if leave is not applied online by the employee?	leave management authority	<p>The Office Administrator, or any employee who has been given permission to enter offline leave, can record leave applications received offline (manual/physical applications) on behalf of the employee.</p> <p>Path: <i>Leave Management → Offline Leave Received</i></p> <p>Steps:</p> <ol style="list-style-type: none"> <li>1. Login with an account that has permission to enter offline leave.</li> <li>2. Go to Leave Management → Offline Leave</li> </ol>	

			<p>Received.</p> <ol style="list-style-type: none"> <li>3. Select the Employee for whom the leave is to be entered.</li> <li>4. Choose the Leave Type and enter the Leave Dates.</li> <li>5. Click Save to record the leave.</li> <li>6. After verifying the details, Lock the Leave to finalize the entry.</li> </ol>	
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16.	How the Gazetted and Restricted holidays will be available in HRMS?	state admin	<p>The State Administrator updates the list of Government-announced yearly holidays in the system each year.</p> <p>These holidays are added as per the official Government Holiday Calendar.</p> <p>Once updated, these holidays automatically become available in the Leave Management module for employees to reference while applying for leave.</p>	
18.	Is EL Encashment option available in Leave Management?		EL Encashment form is available Under Leave Management/ EL Encashment details	