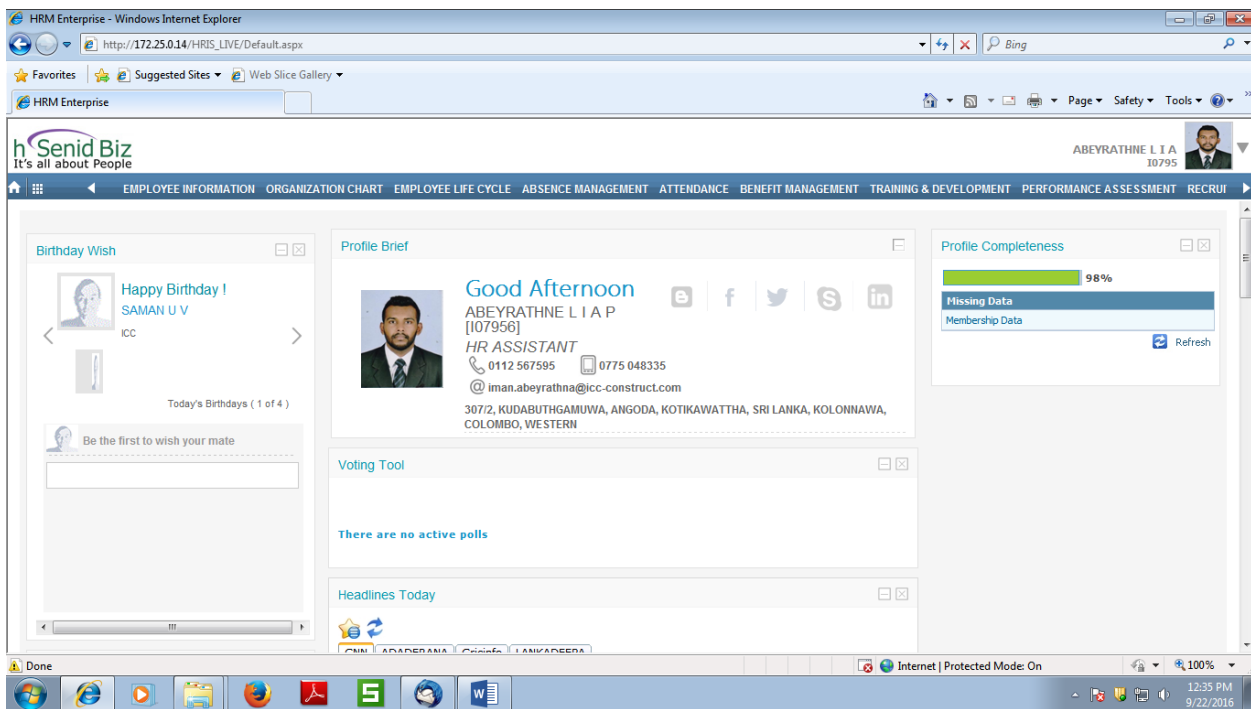


## User Manual - Leave application

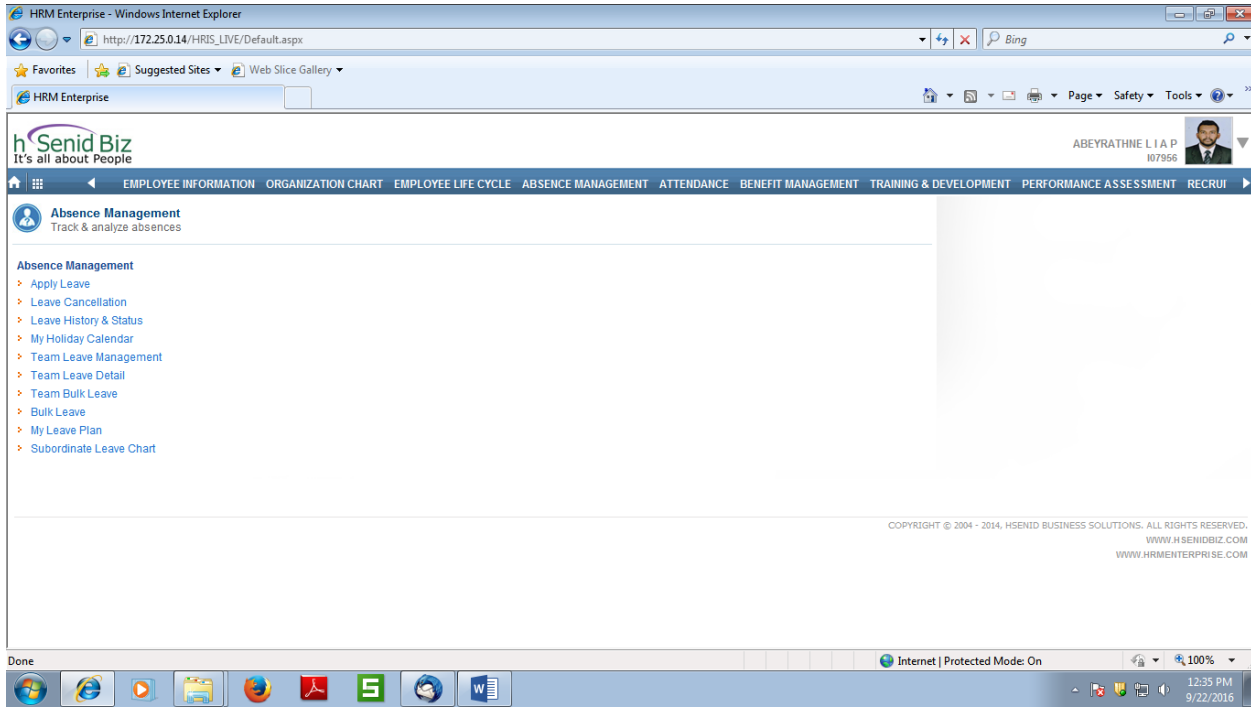
Step 1 – Log in to the system by using your user ID (user ID is “i0 then your employee number) and password.



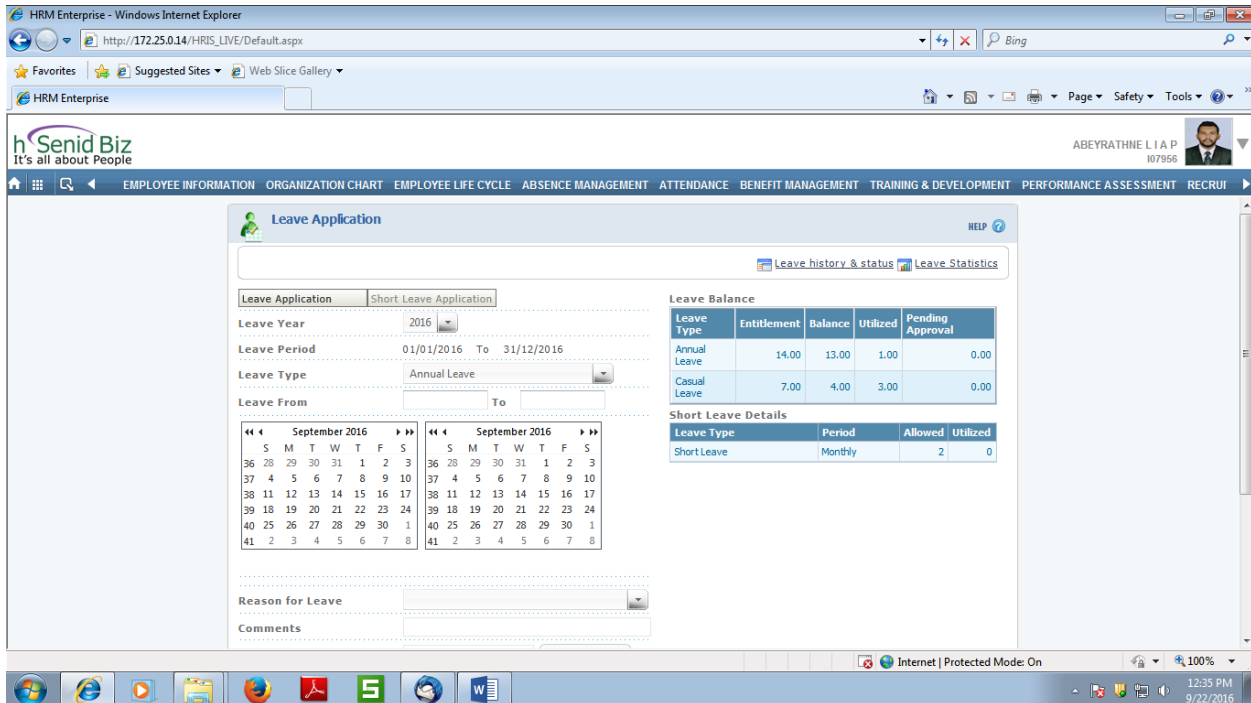
Step 2 – Go to Employee self-service portal (SSHR)



Step 3 – Click absent management icon available at header row. Then click “apply leave”



Step 4 – Filling of required data, also here to mention the leave type. You can check your leave summary and status by referring the box available at to right side.



Step 5 – You can mention a covering employee, if you need to notify any other superior or employee on your leave, you can mention that employee in the given space (“Notify to”)

The screenshot displays the hSenid Biz HRM Enterprise web application interface. The browser window title is "HRM Enterprise - Windows Internet Explorer" and the address bar shows "http://172.25.0.14/HRIS\_LIVE/Default.aspx". The application header includes the hSenid Biz logo and the tagline "It's all about People". The user profile in the top right corner is for ABEYRATHNE L I A P, ID 107956. The main navigation menu includes: EMPLOYEE INFORMATION, ORGANIZATION CHART, EMPLOYEE LIFE CYCLE, ABSENCE MANAGEMENT, ATTENDANCE, BENEFIT MANAGEMENT, TRAINING & DEVELOPMENT, PERFORMANCE ASSESSMENT, and RECRUITMENT.

The central area is titled "Leave from" and "to" with two calendar grids for September 2016. Below the calendars are fields for "Reason for Leave", "Comments", and "Notify to:". The "Notify to:" field is currently empty, showing a "Send Notification To" button and a message "No records to display." Below this is the "Covering Employee" field, which is currently empty. The "Approval Person" field is populated with "I08177 - BANDARA E R D A". There are "Apply" and "Reset" buttons at the bottom of the form.

On the right side, there is a "Short Leave Details" table:

Leave Type	Period	Allowed	Utilized
ShortLeave	Monthly	2	0

At the bottom of the page, there is a copyright notice: "Copyright © 2004 - 2014, hSenid Business Solutions. All Rights Reserved. www.hSenidbiz.com". The Windows taskbar at the bottom shows the system tray with the time "12:36 PM" and date "9/22/2016".