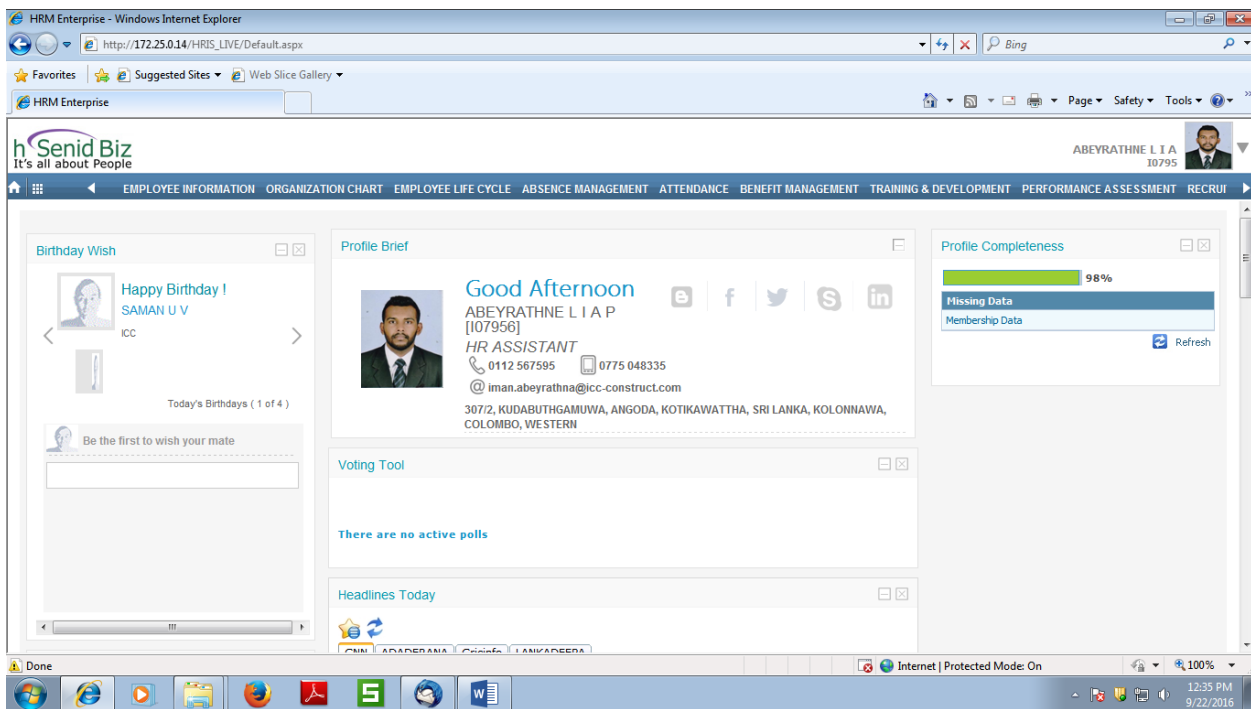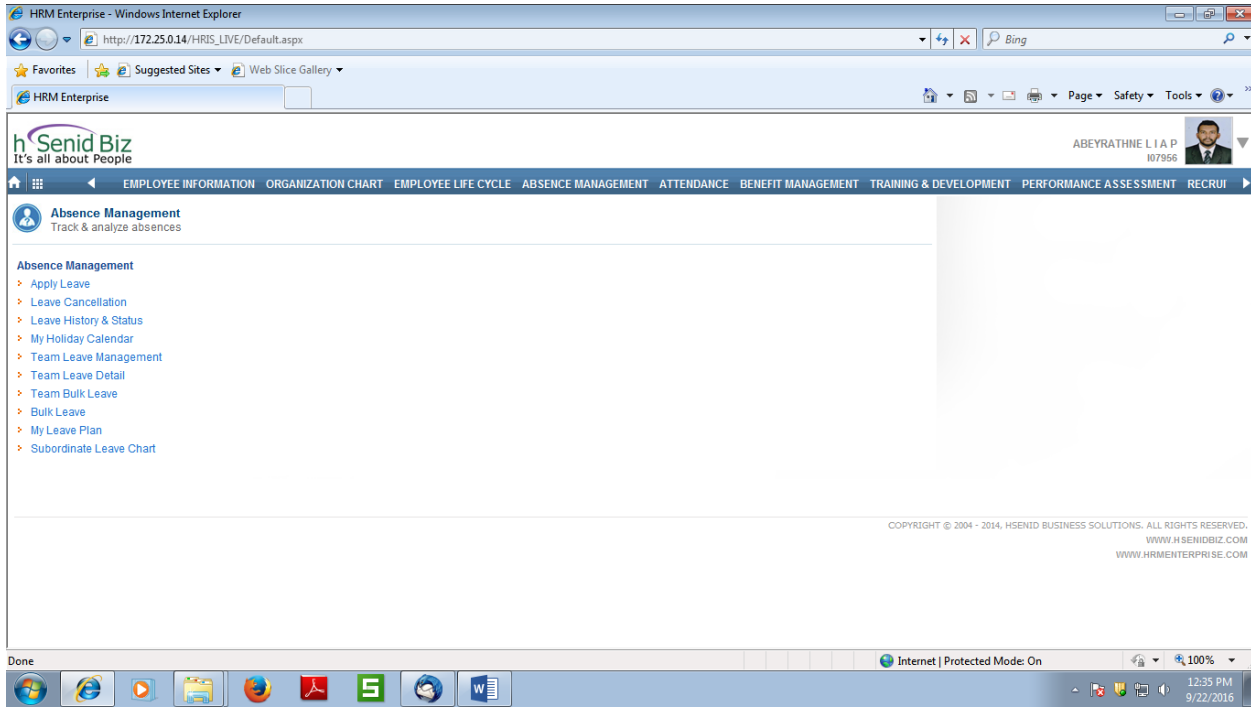# User Manual - Leave application

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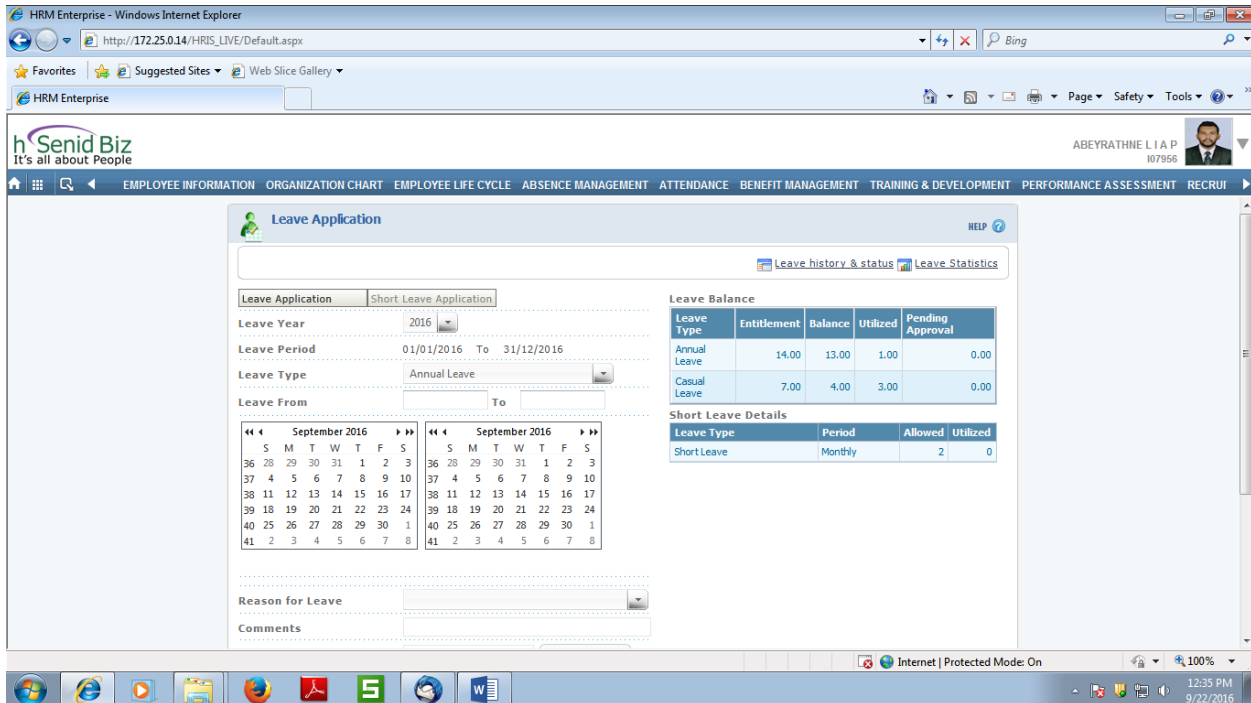

Step 2 – Go to Employee self-service portal (SSHR)

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 summery 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 mentioned that employee in the given space ("Notify to")