

Time Office/Sys. Administration Manual for Leave Application Systems

Direct Entry by Time Office

Menu Navigation: Leave Applications -> Leave Entry by TO

The screenshot shows a web browser window displaying the 'Apply Leave' form. The form includes sections for 'Current Leave Balance', 'Apply Leave' (with fields for Personal No., Name of Applicant, Dept., and Leave Type), 'Purpose of leave(*)', 'Leave Address(*)', 'Phone:', 'Permissions', 'Recommending Officer', and 'Sanctioning Officer'. At the bottom, there are 'Submit', 'Reset', and 'Close' buttons. The interface is annotated with 17 numbered steps in yellow callout boxes:

- Step-1: Click here to select the required application Type
- Step-2: Enter Personal No of the applicant
- Step-3: Click here to retrieve the details of the applicant
- Step-4: Select Application Date from the Calendar
- Step-5: Choose the applicable Leave Type
- Step-6: Enter Leave Start
- Step-7: Enter Leave End Date
- Step-8: Click here to add one leave entry. If there are other leave types in a single application, Repeat Step-5 to Step-8 for each leave types
- Step-9: Enter Purpose of Leave
- Step-10: Enter Leave Address
- Step-11: Enter Phone No. (During leave period)
- Step-12: Choose applied response to this question
- Step-13: Click here to edit the recommending officer if the shown value is other than the value mentioned in the application
- Step-14: Click here to edit the sanctioning officer if the shown value is other than the value mentioned in the application
- Step-15: Click here to Submit/Save the application
- Step-16: Click here reset the application entry form
- Step-17: Click here to close the page

Leave Credit / Debit

Menu: Leave Applications -> Process Leave Credit/Debit

The screenshot shows the 'Leave Credit/Debit' form in the NALCO Applications web interface. The form includes the following fields and controls:

- Leave Process:** A dropdown menu with 'Credit' selected.
- Unit Name:** A dropdown menu with 'CORPORATE OFFICE, SHUBANESWAR' selected.
- Pers. No.:** A text input field containing '%'. A callout box explains: 'Step-3: Enter Pers. No or enter % to process for all employees of that unit'.
- For the Year:** A dropdown menu with '2016' selected.
- Month:** A dropdown menu with '12' selected. A callout box explains: 'Step-5: Select Processing Month'.
- Execute:** A button to submit the form. A callout box explains: 'Step-6: Click here to execute the Process'.

Additional callout boxes provide instructions for the first two steps:

- Step-1: Select Credit/Debit** (points to the 'Leave Process' dropdown)
- Step-2: Select Unit** (points to the 'Unit Name' dropdown)
- Step-4: Select Processing Year** (points to the 'For the Year' dropdown)

The browser window title is 'NALCO Applications - Internet Explorer' and the URL is 'http://10.60.255.51:81/Leave/Action/LeaveCredit.aspx'. The browser tabs include 'nalcoinsightnew' and 'NALCO Applications'.

Help Desk Master

Menu: Leave Applications -> Help Desk Master

The screenshot displays the 'Help Desk Master' form in the NALCO Applications web interface. The form includes fields for 'Unit', 'Department', and 'Employee Pers No.', along with 'Insert' and 'Cancel' buttons. Below the form is a table listing existing records with columns for 'Unit Name', 'Department Name', and 'Employee Pers No.'. Four yellow callout boxes with green arrows point to the form fields and the 'Insert' button, providing the following instructions:

- Step-1: Select Unit
- Step-2: Select the Department
- Step-3: Enter the Personal No. of the Help Desk Employee
- Step-4: Click here to add the record

	Unit Name	Department Name	Employee Pers No.
Delete	CORPORATE OFFICE, BHUBANESWAR	FRP	07153
Delete	CORPORATE OFFICE, BHUBANESWAR	SYSTEMS	07153
Delete	CORPORATE OFFICE, BHUBANESWAR	All	02461