

“Leave Management System”

This brochure template shows the online Leave Management System. It facilitates the effective and smooth management of employee leaves, with comprehensive reporting and database driven applications, Leave Management System provides a wealth of information about your employees at your fingertips in no time.



Katprotech

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Welcome to our company.

KATPRO TECHNOLOGIES

Katpro Technologies is an advanced technology firm offering specialized services in Microsoft SharePoint consulting, Microsoft .NET based IT development and cloud based solutions

LMS is an online easy to use and comprehensive employee leaves planning and leave management software solutions.

LMS eliminates busy work involved in leave administration and employee follow ups, saving time and transaction costs.

Online Leave Management

Katpro has brought a highly configurable Leave Management System which adapts to the company's Leave Policy with ease and enables the HR to set different locations with different full days/half days and weekends. It has a highly informative and flexible holiday calendar in which annual holidays are automatically added while the rest ones can be updated accordingly. You can configure your own holiday calendar according to the leaves decided by the organizations.



The field in leave application form such as Name, Employee ID, reporting manager etc., will be populated automatically. Leave calendar gives every employee the provision for viewing his leaves and his current status through a normal view and a calendar view. It has many features like filtering the employee leave summary details. It displays the breakup of leaves namely leaves entitled, leaves taken, and leave scheduled and leave balance on the basis of Leave Types. The System also enables the employees to view and cancel the leaves applied, check the latest leave status, and the

Manager's and HR's comments for the leave. Approval / rejection of leave request can also be viewed on the system.

Benefits of LMS:

- Enables one time configuration of company leave policy which includes the weekends, holidays, leave types & entitlement etc.
- Configuration automatically credits leaves to each employee.
- Easy and unique 'Apply for leave' mechanism which saves time and paper
- Employee can track their leave status, apply and cancel their leave without rushing to the HR department time and again.
- Capture's leave entitlement history.

THE LEAVE MANAGEMENT SYSTEM AUTOMATICALLY ASSIGNS THE LEAVE REQUEST TO CONCERNED MANAGER. USER AND ITS FUNCTION, EMPLOYEE: APPLY FOR LEAVE, CANCEL A LEAVE REQUEST, VIEW OUTSTANDING LEAVE REQUESTS INCLUDING CURRENT STATUS, VIEW LEAVE BALANCE MANAGER: VIEW OUTSTANDING OPEN LEAVE REQUESTS, APPROVE DENY OR FORWARD LEAVE REQUESTS, VIEW AVAILABILITY OF AN EMPLOYEE IN CALENDAR VIEW, HR : MANAGE HOLIDAYS, VIEW OUTSTANDING OPEN LEAVE REQUESTS, APPROVE, DENY OR FORWARD LEAVE REQUESTS, VIEW AVAILABILITY OF AN EMPLOYEE IN CALENDAR VIEW.