

User Guide

11. New Modules-MOH-163-MOH-Leave and Attendance Management 2.0.0

For

Supply, delivery, installation, Commissioning, Training
and Maintenance of Enterprise Resource Planning
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

LEAVE AND ATTENDANCE MANAGEMENT



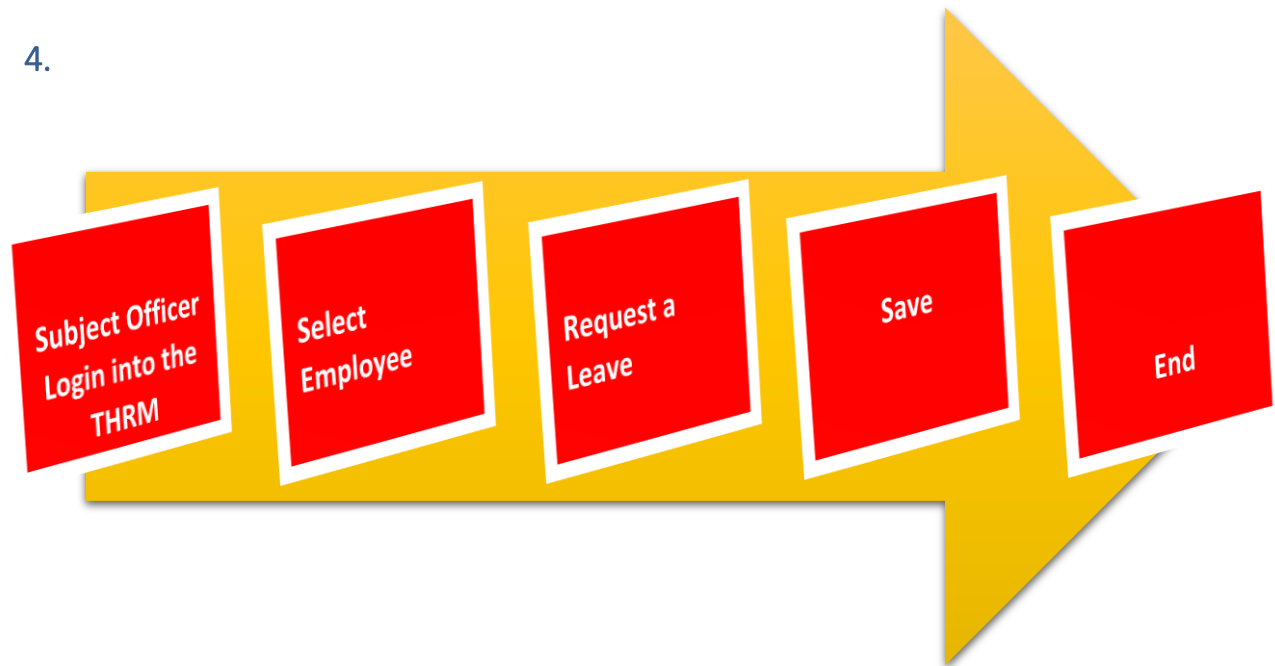
Human Resource
Management

HR, administration,
recruitments, Personal Files

[READ MORE](#)

3. THE PROCESS

4.



LEAVE AND ATTENDANCE MANAGEMENT

STEP: 01 Click On this Icon in ERP Page



Human Resource Management

HR, administration, recruitments, Personal Files

READ MORE



STEP: 02 Login using your user name and password to the system

Log In to your account

sahan_Emet

...

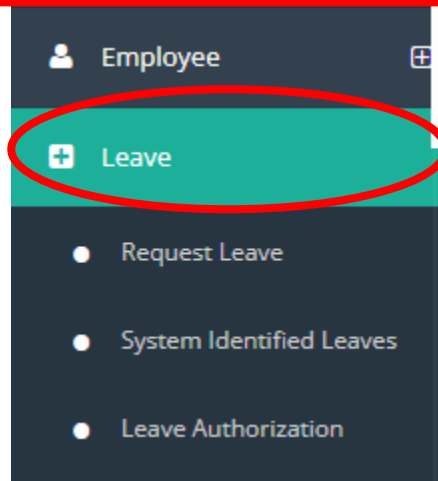


Advanced Options

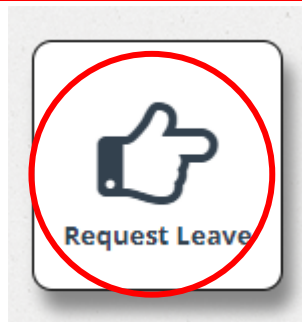
Log In



STEP: 03 Then click on Leave



STEP: 04 Then click on Request Leave





STEP: 05 Find Employee

Employee Details

Search By **01** Employee No **02** Search For **03** Section **03** <-Select->

Organization **04** DMMC Status **05** Working

1 2 3 4 5 6 7 8 9 10

Select	ID	Employee Code	Employee Number	Name With Initials	Full Name	Designation	Status	Nature of the Job Status
06	20054	999	999	M. M. C. K. K. Mannapperuma	Mannapperuma Mudiyansele Chandana Krishantha Kumara Mannapperuma	Municipal Commissioner	Working	Permanent
<input type="checkbox"/>	1001	1001	1001	L.L. Balasooriya	Lochana Lakshmi Balasooriya	Deputy Municipal Commissioner	Working	Permanent
<input type="checkbox"/>	1003	1003	1003	S. Kunthavi	Sugirthas Kunthavi	Accountant	Working	Permanent
<input type="checkbox"/>	1005	1005	1005	N.K.L. Chandana	Naga Kankanamge Lalith Chandana	Engineer (Civil)	Working	Permanent
<input type="checkbox"/>	1007	1007	1007	S.Dineshkumar	Sathasivamurthy Dineshkumar	Engineer (Civil)	Working	Permanent
<input type="checkbox"/>	1009	1009	1009	R. Sivanimali	Rajasingam Sivanimali	Medical Officer	Working	Permanent

01. Select Search Type (Ex: Employee No, Employee Name, NIC)
02. Enter Employee No
03. Select Section
04. Select Organization
05. Status (Default)
06. Select Employee (Click on ID)



STEP: 05 Request Leave

Employee Leave

Mannapperuma Mudiyanseleage Chandana Krishantha Kumara Mannapperuma

From: 03/11/2022 To: 04/11/2022

+ **<<Click on this + Icon**

ID	Leave Type	Description	From Date	Time	To Date	Time	No Of Leaves	Requested Date
Select 0	<-Select->						0	

Exit



Employee Leave

Mannapperuma Mudiyanseleage Chandana Krishantha Kumara Mannapperuma

Leave ID: 2001 **01** Request Date: 4/11/2022 **02**

From Date: 04/12/2022 **03** To Date: 04/12/2022 **04**

Leave Type: Medical **05** No Of Leaves: 01 **06** Remaining Leaves 0

Reason: Medical **07**

In Time: **08** Out Time: **09**

Acting Person: A. A. Perera **10** Authorize Person: <-Select-> **11**

Save Print / Save Exit

Printing Formats: LeaveRequestForm.rpt

01. Leave ID (Auto generate)
02. Select Request Date
03. Select From Date
04. Select To Date
05. Select Leave Type
06. Enter No Of Leaves
07. Enter Reason
08. In Time (Auto Generate)
09. Out Time (Auto Generate)
10. Select Acting Person
11. Select Authorize Person



STEP: 06 Click on Save and Print / Save

