User Guide

11. New Modules-MOH-163-MOH-Leave and Attendence 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 ATTENDENCE MANAGEMENT

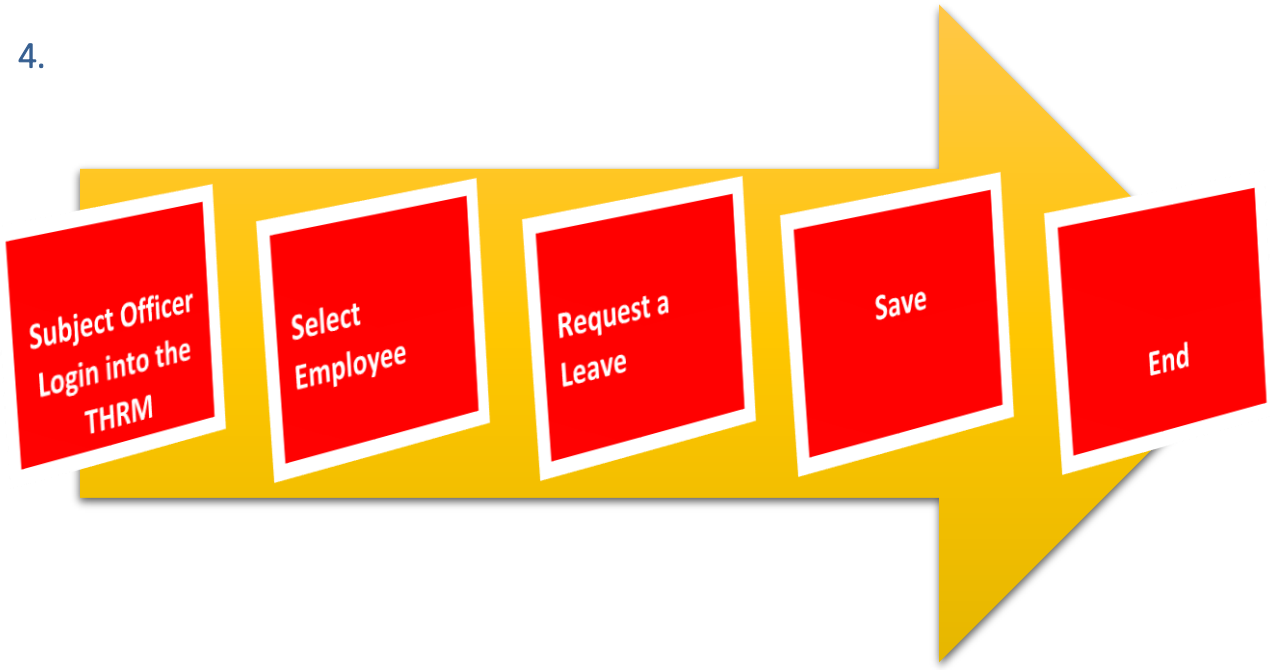
Human Resource Management

HR, administration, recruitements, 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, recruitements, Personal Files

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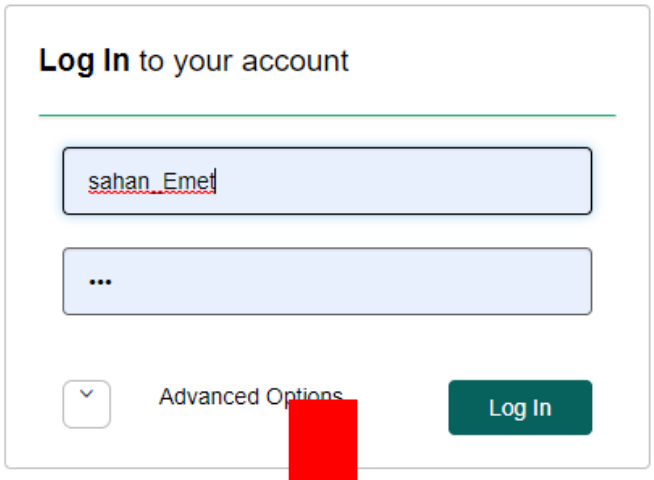
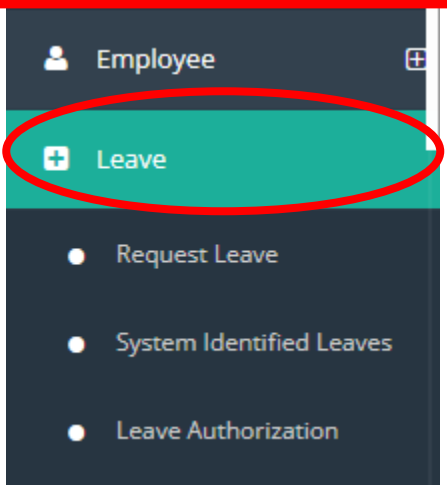
STEP: 02 Login using your user name and password to the system

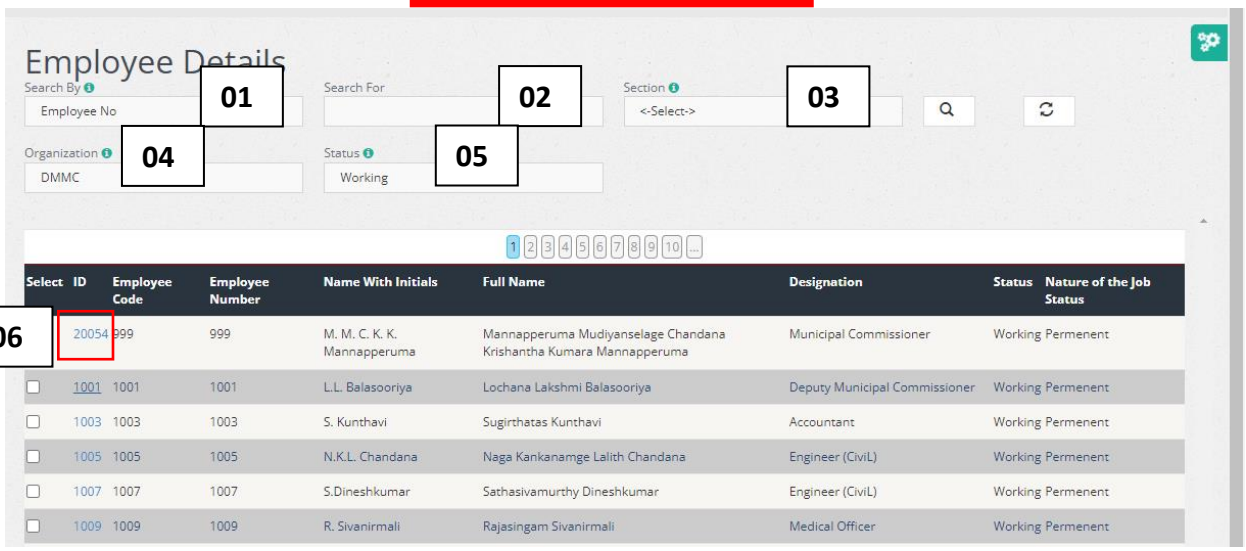


STEP: 03 Then click on Leave



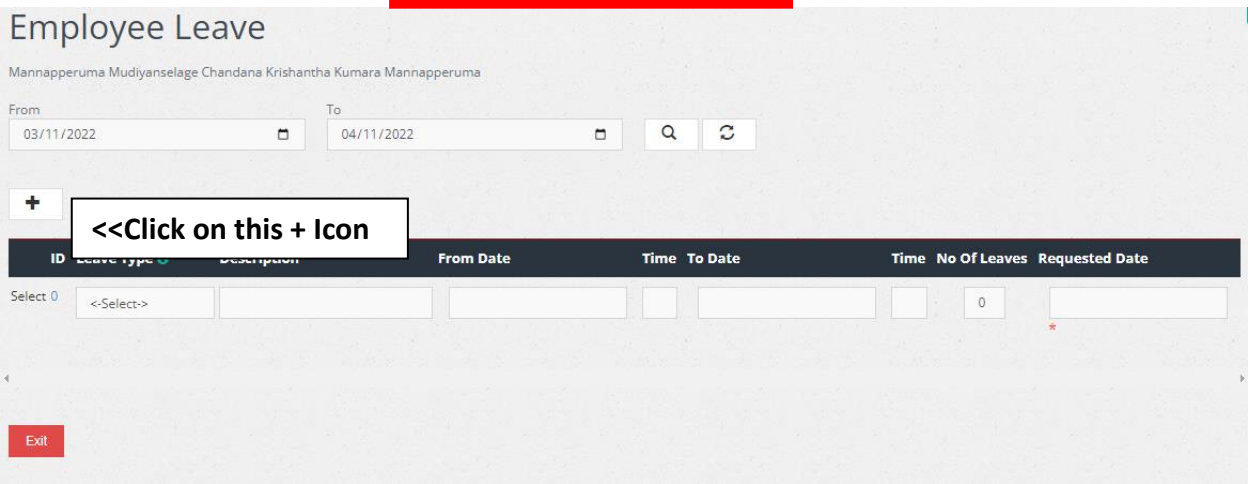
STEP: 04 Then click on Request Leave

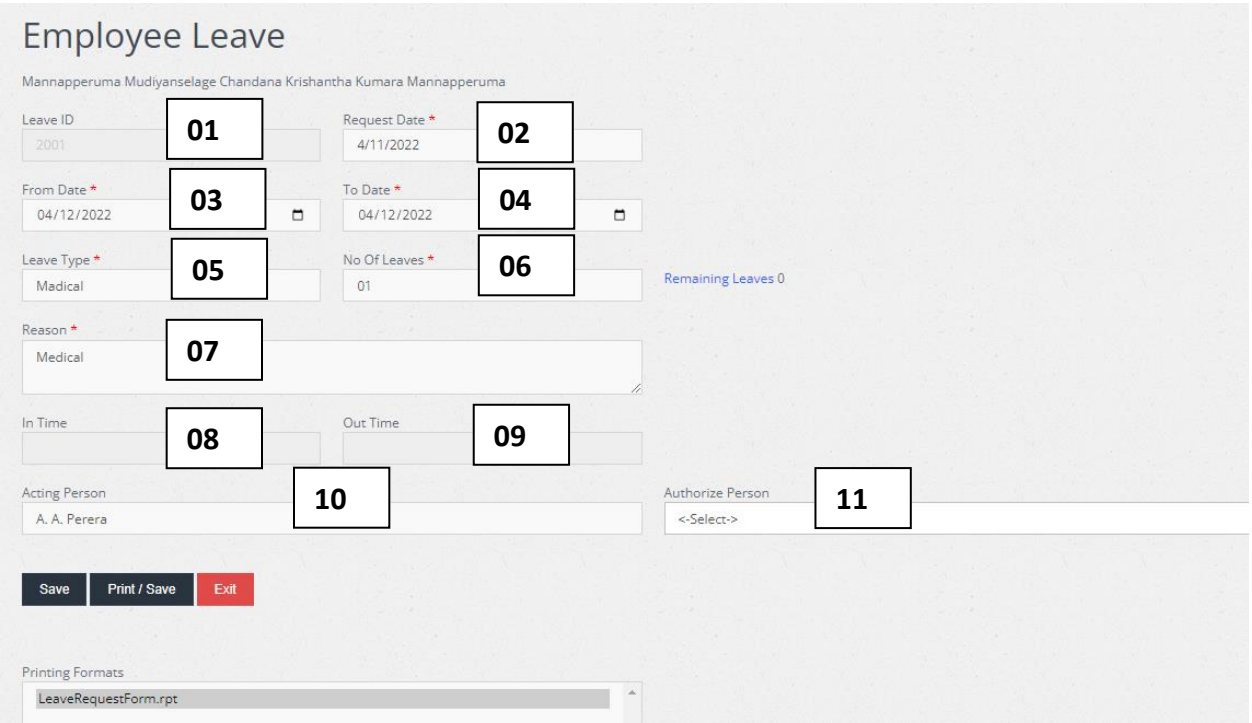
STEP: 05 Find Employee



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





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