

User Guide

11.15.02. Admin & HR- Leaves Ver 3.0.0

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
08-03-2024	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2024	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2024	1.0.0	Final Release	Project Manager
19-05-2024	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

Admin & HR Management - Leaves

(Quick user Guide)

Navigation

URL: <https://erp.dehiwalamtl.mc.gov.lk/erp>



Administration & HRM

HR, administration,
recruitments, Personal Files

USER GUIDE

General:

1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure to click “Next or Save” and “Exit” Buttons after adding data.



User Manual: Employee Leave Request – Emet HRM

Module: Leave → Leave Request

Leave Request

Employee *

1050 : Harsha Karunaratne

Leave ID

20010

Current Division

Department of Engineers

Current Section

Planning Section

Current Designation

Work/Field Labourer

Current Service

Primary Unskilled \$

Grade

Grad

Leave Type *

Casual

From Date *

9/11/2025

No Of Leaves *

1

To Date *

2025-09-11

Request Date *

9/11/2025

Next Reporting Date

9/12/2025

First Appointment Date

12/4/2013

Leave Type	Allowed	Taken	Balance
Casual	21	0	21
Vacation	24	0	24
Short Leave	2	0	2

Reason *

Personal

Purpose

The **Leave Request** UI allows employees to submit formal leave requests for approval. The system validates eligibility based on leave balances and service status, and routes the request through the appropriate workflow.

Interface Fields

Field	Description	Dropdown Values
Employee	Auto-filled upon login or selection	e.g., 1050 : Harsha Karunaratne
Leave ID	System-generated unique identifier	e.g., 20010

Field	Description	Dropdown Values
Current Division	Auto-filled from employee profile	e.g., Department of Engineers
Current Section	Auto-filled	e.g., Planning Section
Current Designation	Auto-filled	e.g., Work/Field Labourer
Current Service	Auto-filled	e.g., Primary Unskilled Service
Grade	Auto-filled	e.g., Grade III
Leave Type	Type of leave being requested	Casual, Vacation, Short Leave
From Date / To Date	Duration of leave	Calendar picker
No. of Leaves	Total number of days	Auto-calculated or manual entry
Request Date	Date of request submission	Auto-filled
Next Reporting Date	Expected return date	Calendar picker
First Appointment Date	Auto-filled	e.g., 04-Dec-2013
Reason	Purpose of leave	Personal, Medical, Official, Family, Other
In Time / Out Time	For short leave or partial day	Time picker
Acting Person	Person covering duties during leave	<--Select--> (Dropdown populated from employee list)



Leave Balance Summary

Leave Type	Allowed	Taken	Balance
Casual	21	0	21
Vacation	24	0	24
Short Leave	2	0	2

 **Note:** Leave balances are system-generated based on employee entitlements and usage history.

Document Upload Section

Field	Description
Document Type	Dropdown (e.g., Medical Certificate, Leave Form)
Description	Summary of document contents
Upload / Open / Delete	Manage attached files

Workflow Integration

Field	Description
Assigned to Next Task	Route the leave request to the next approver (e.g., Leave - Department (MA))
Remarks	Add workflow-specific comments
Workflow History	View approval trail and status changes

Available Actions

Action	Description
Fill Leave Details	Select leave type, dates, and reason
Attach Documents	Upload supporting files if required
Assign Acting Person	Select colleague to cover duties (if applicable)
Submit Request	Sends leave request into workflow for approval
Exit	Returns to dashboard or previous module



User Manual: System Identified Leaves – Emet HRM

Module: Leave → System Identified Leaves

System Identified Leaves

From Date
9/1/2025

To Date
9/11/2025

Q

Organization ⓘ
DMMC

Status ⓘ
Not Authorized

Employee ⓘ
1050:Harsha Karunaratne

System Identified Leaves

Convert to Leave	No Of Leaves	Leave Type ⓘ	Employee	Description	From Date	In	Out	Remarks
Convert to Leave	1	Late	1050 - Harsha	Late	9/4/2025	9.1	17	
Convert to Leave	1	Casual	1050 - Harsha	Half Day	9/8/2025	10.3	17	
Convert to Leave	1	Casual	1050 - Harsha	Half Day	9/10/202	11.2	17	

Exit

Purpose

The **System Identified Leaves** UI automatically flags attendance anomalies—such as late arrivals, half-day absences, or missing punches—and suggests them as potential leave records. Users can review each entry and convert it into an official leave request with a single action.



Interface Fields

Field	Description
From Date / To Date	Defines the attendance period being analyzed (e.g., 01-Sep-2025 to 11-Sep-2025).
Organization	Displays the organization name (e.g., DMMC).
Status	Fixed to Not Authorized to filter only pending entries.

Field	Description
Employee	Dropdown or auto-filled field showing employee ID and name (e.g., 1050 : Harsha Karunaratne).



System-Identified Leave Table

Each row represents a flagged attendance anomaly:

Column	Description
Convert to Leave	Button to convert the row into a formal leave record.
No. of Leaves	Number of leave days/hours suggested (e.g., 1).
Leave Type	Suggested leave category based on attendance pattern:

- Late
- Casual
- Half Day
- Short Leave | | **Employee Description** | Employee name and reason (e.g., 1050 - Harsha Late). | | **From Date** | Date of the attendance anomaly (e.g., 04-Sep-2025). | | **In / Out Time** | Actual punch-in and punch-out times (e.g., 9.1 / 17). | | **Remarks** | Optional notes (blank by default).



Note:

- Leave type is system-suggested but can be adjusted during conversion.
- Users must verify each entry before converting to ensure accuracy.



Available Actions

Action	Description
Review Attendance Entry	Check punch-in/out times and suggested leave type.
Click Convert to Leave	Opens the standard Leave Request form with pre-filled data.
Edit Leave Details	Adjust leave type, reason, or duration if needed.

Action	Description
Submit Leave Request	Sends the converted record into the leave approval workflow.
Exit	Returns to dashboard or previous module.

Conversion Checklist

Before converting:

- Confirm that the attendance anomaly is valid.
- Ensure the employee has sufficient leave balance.
- Adjust leave type if the system suggestion is incorrect.
- Add remarks if additional context is needed.

User Manual: Leave Approval – Emet HRM

Module: Leave → Leave Approval

Purpose

The **Leave Approval** UI allows authorized users to review pending leave requests submitted by employees and approve or reject them. Each request includes key details such as leave type, duration, reason, and remarks. Approval is done by accessing the full record via the **View** column.

Interface Fields

Field	Description
Search by Employee No	Enter employee number to filter requests.
Search For	Keyword-based search (e.g., name, designation).
From Date / To Date	Filter requests by leave duration.

Leave Request Table

Each row represents a pending leave request:

Column	Description
View	Clickable ID (e.g., 20010) to open full leave request for review.
Employee	Employee number and name (e.g., 1050 : Harsha Karunaratne).
Leave Type	Requested leave category (e.g., Vacation).
From Date / To Date	Duration of the requested leave (e.g., 12-Sep-2025 to 12-Sep-2025).
Request Date	Date the leave was submitted (e.g., 11-Sep-2025).
Leave Description	Reason for leave (e.g., Personal).
No. of Leave	Total leave days (e.g., 1).
Remarks	Additional notes (if any).

 **Note:** Clicking the **View** ID opens the full leave request form, where the approver can verify details and take action.

Available Actions

Action	Description
Click View ID	Opens the full leave request for review.
Verify Details	Confirm leave type, duration, reason, and balance.
Approve	Confirms and authorizes the leave request.
Reject	Declines the request with optional remarks.
Exit	Returns to dashboard or previous module.

Approval Checklist

Before approving:

- Confirm leave balance is sufficient.
- Verify leave type and reason.
- Ensure no conflicting requests or disciplinary flags.
- Add remarks if clarification or justification is needed.