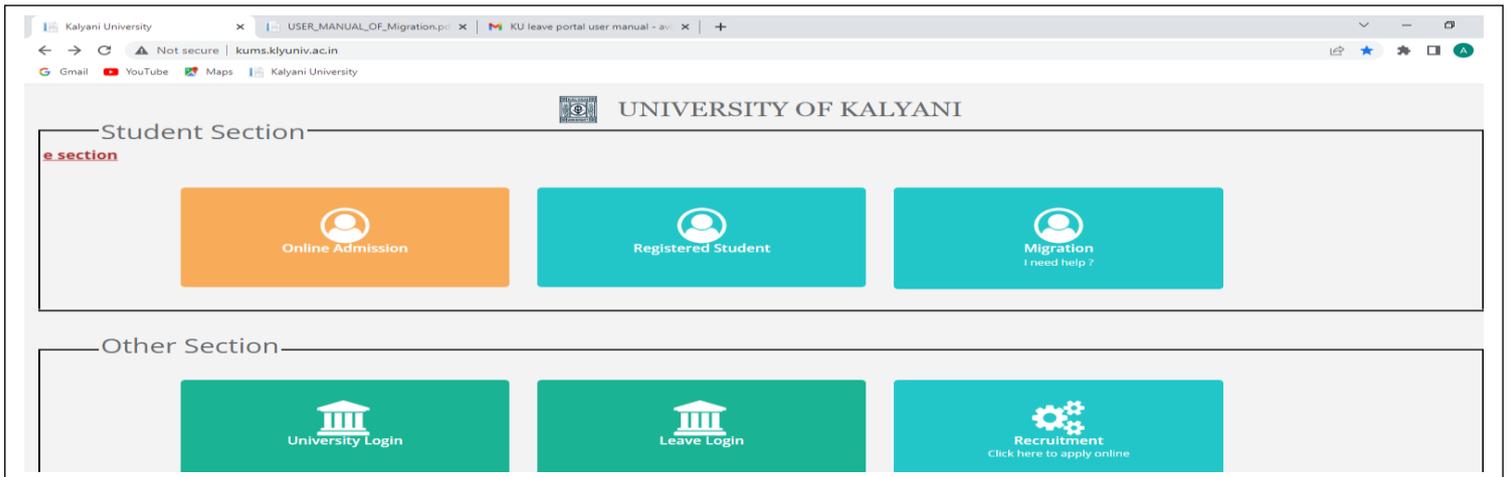
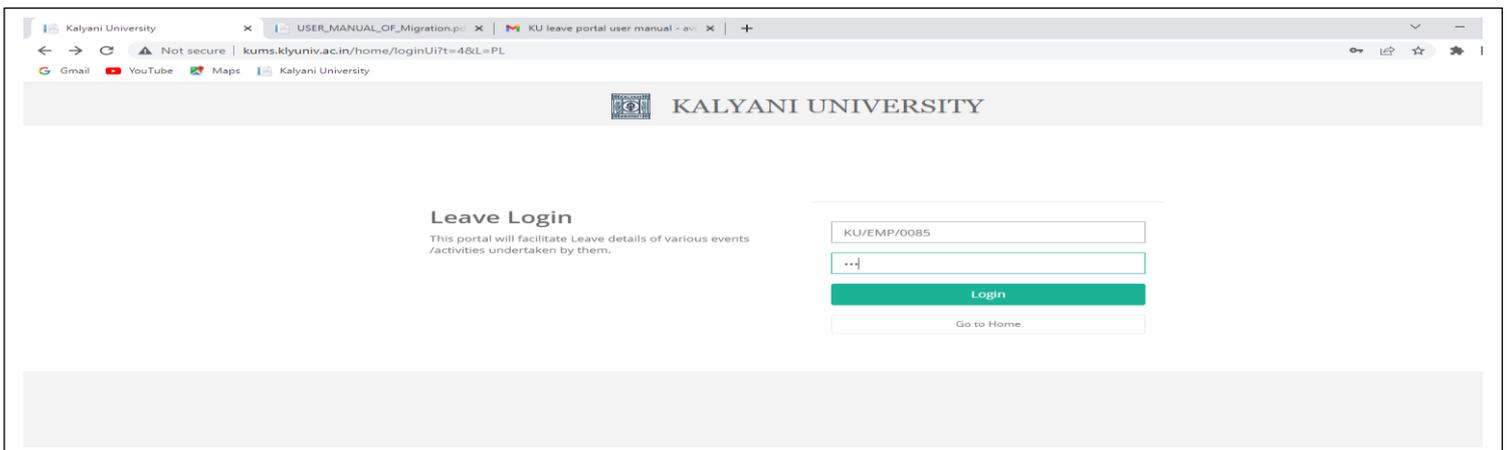


# USER MANUAL LEAVE PORTAL

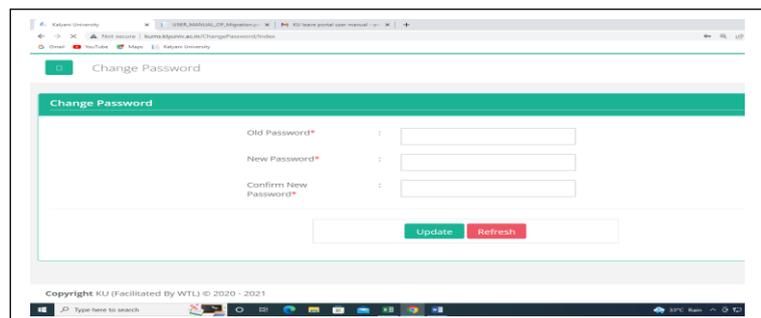
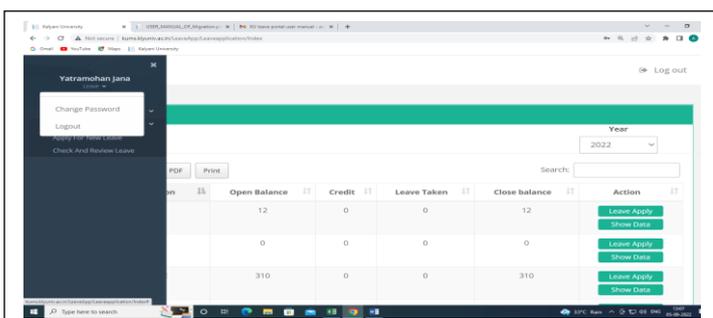
At first open googly browser search [kums.klyuniv.ac.in](http://kums.klyuniv.ac.in)- Click on Leave Login – then open new popup put on ID (your employ code is printed in your Salary slip). You can change your Password going “change password” menu. Then see on Action option click on Leave apply open new popup (select on from date & to date) remarks then click on save option - Click on show data view your status.



## 1. Click on Leave Login.



## 1. Click on Leave Login. 2. Put on ID & Password. 3. Click on Change ID & Password.



Leave Management

Year: 2022

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Leave Type Description	Open Balance	Credit	Leave Taken	Close balance	Action
CASUAL LEAVE	12	0	0	12	Leave Apply Show Data
CHILD CARE LEAVE	0	0	0	0	Leave Apply Show Data
COMMUTED LEAVE	310	0	0	310	Leave Apply Show Data
EARNED LEAVE	300	0	0	300	Leave Apply Show Data
HALF PAY LEAVE	620	0	0	620	Leave Apply Show Data
ON DUTY LEAVE	30	0	0	30	Leave Apply Show Data
PATERNITY LEAVE	30	0	0	30	Leave Apply Show Data
STUDY LEAVE	0	0	0	0	Leave Apply Show Data

Showing 1 to 8 of 8 entries

Previous 1 Next

4. Click on Leave Apply option. 5. Fulfil all data (Form date, to date Remark and click on Save option.

Leave Application : CASUAL LEAVE

From Date : 05/09/2022

To Date : DD/MM/YYYY

No of Days:

Remarks:

Half/Full Day (checkbox is checked half Day Leave either Full day):

Close Save

- Leave Application: - click on form date select for calendar & to date select on calendar. Then put on Remarks. Save.

Leave Application :

Copy Excel CSV PDF Print

Search:

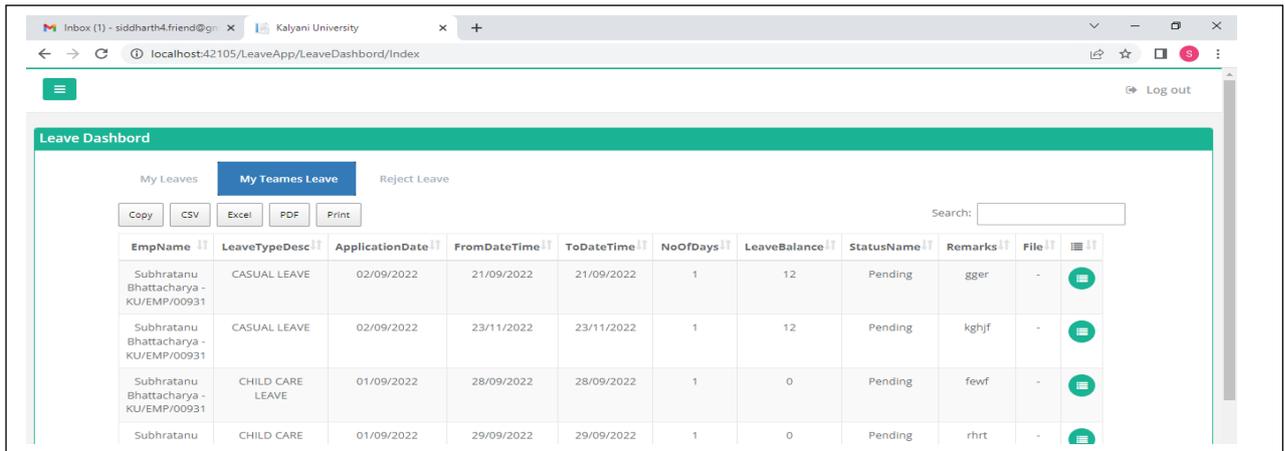
#	From Date	To Date	No Of Days	Leave Balance	Status Name
1	21/09/2022	21/09/2022	1	12	Pending
2	23/11/2022	23/11/2022	1	12	Pending

Showing 1 to 2 of 2 entries

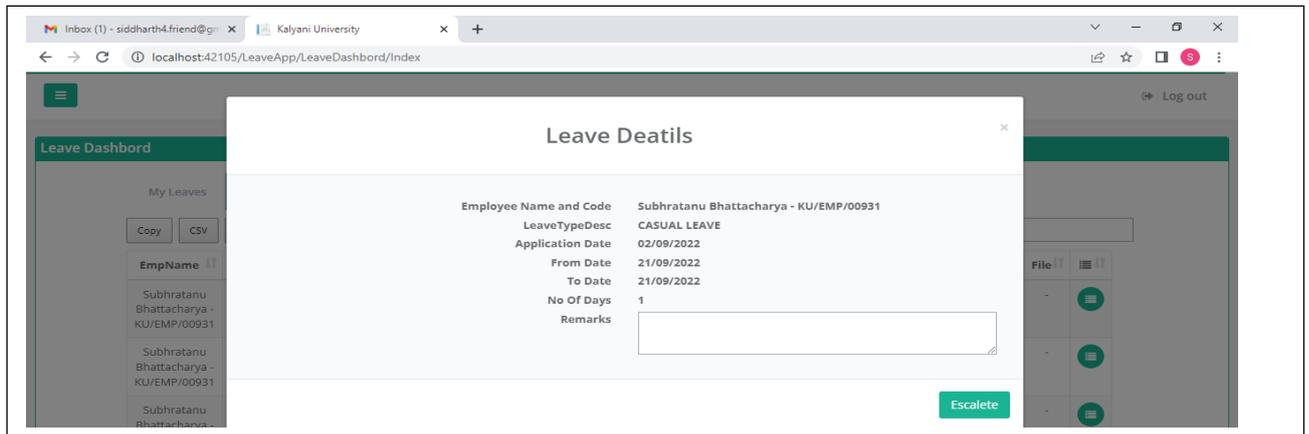
Previous 1 Next

- Leave Application:- Check on show data status for your Leave Application.

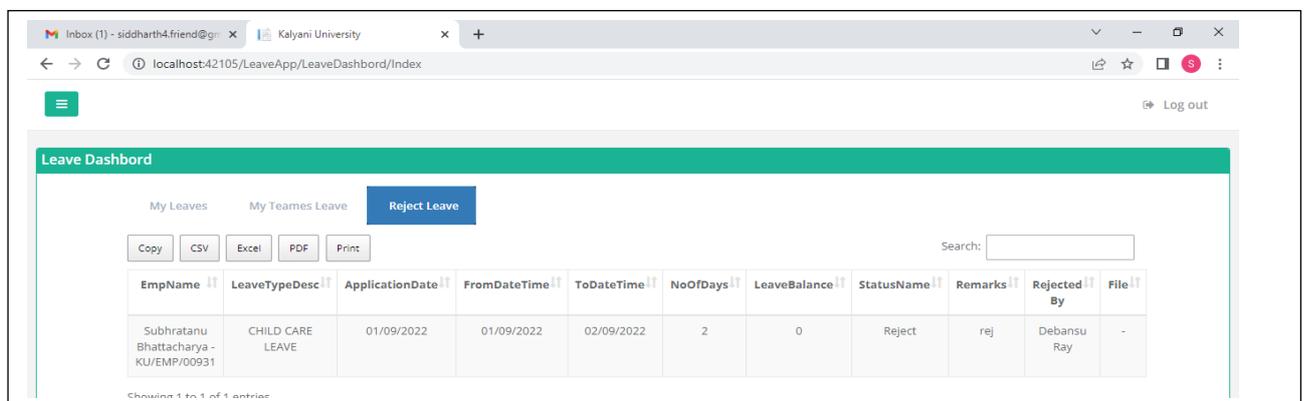
**THIS PART FOR HOD/HEAD USER.**



- As par login for your ID & Password. Then click on Leave Dashboard & click MyTeams Leave.

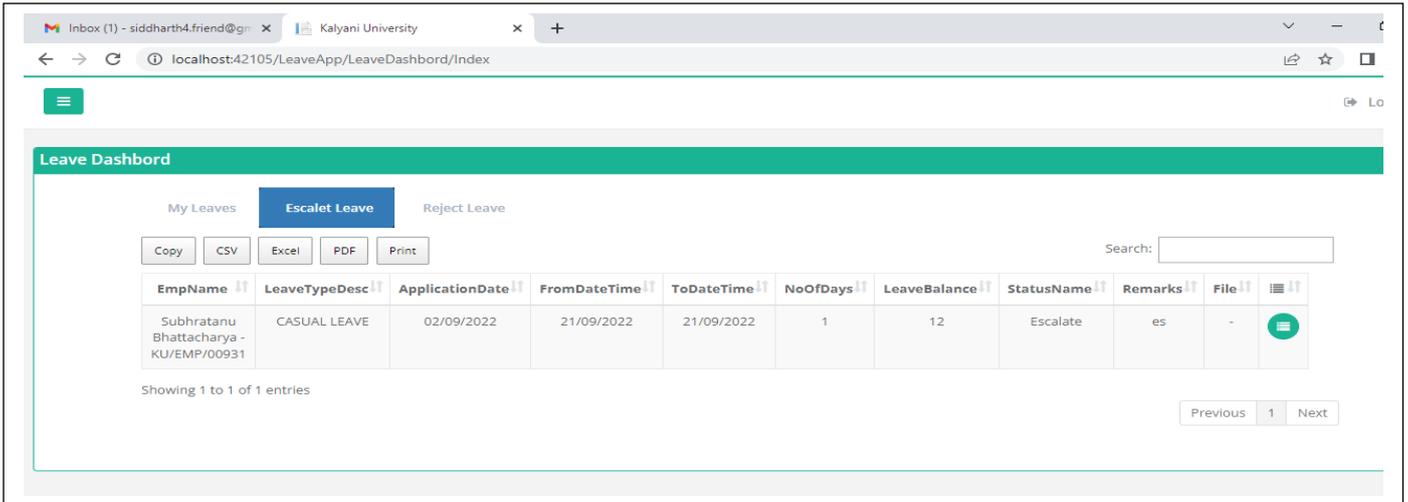


- Click on Remarks option put Remarks then Escalate. (forward to Register/VC)

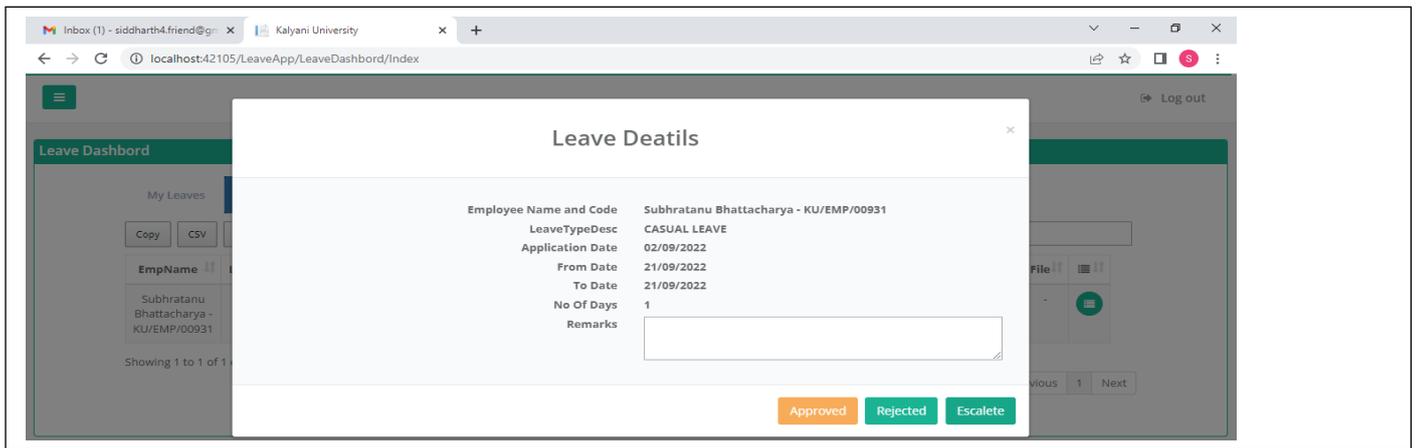


- This part for Reject Leave show. (Reject or Approved)

### THIS PART FOR REGISTER USER.

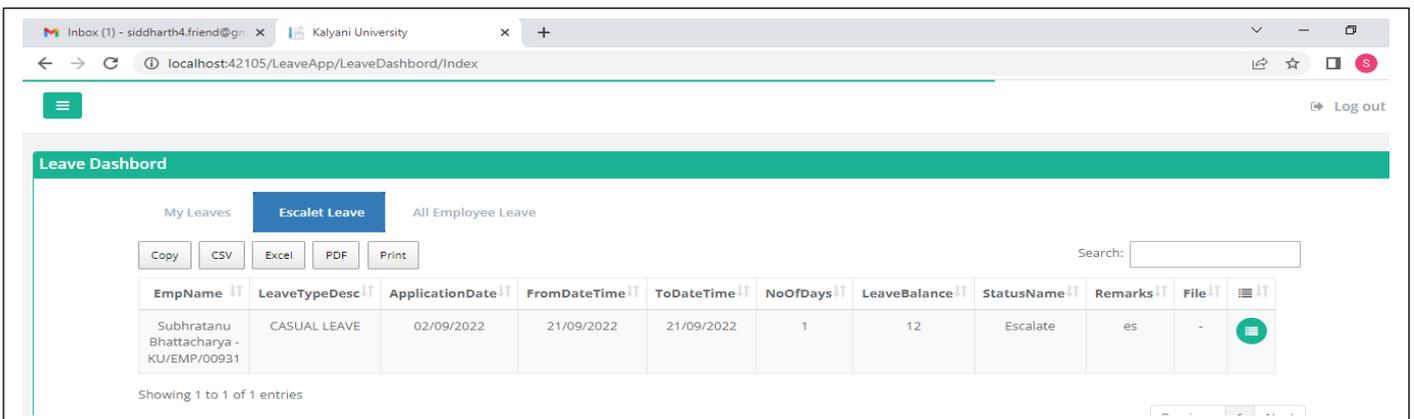


- As per login for your ID & Password. Then click on Leave Dashboard & click Escalate Leave. Click this option.

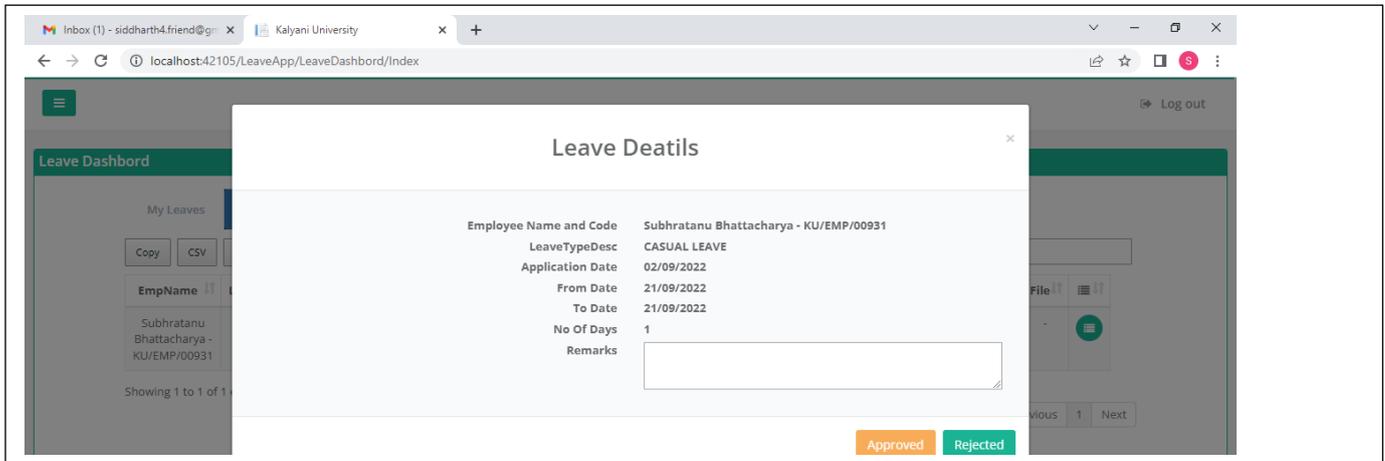


- Click on Remarks option put Remarks then (Approved / Rejected / Escalate)

### THIS PART FOR OPERATE VC



- As per login for your ID & Password. Then click on Leave Dashboard & click Escalate Leaved click this option.



- Click on Remarks option put on your (VC) opinion then Approved or Rejected.

EmpName	LeaveTypeDesc	ApplicationDate	FromDate	ToDate	NoOfDays	LeaveBalance	StatusName	Remarks	File
Subhratanu Bhattacharya - KU/EMP/00931	CHILD CARE LEAVE	01/09/2022	01/09/2022	02/09/2022	2	0	Reject	rej	-
Subhratanu Bhattacharya - KU/EMP/00931	CHILD CARE LEAVE	01/09/2022	28/09/2022	28/09/2022	1	0	Pending	fewf	-
Subhratanu Bhattacharya - KU/EMP/00931	CHILD CARE LEAVE	01/09/2022	29/09/2022	29/09/2022	1	0	Pending	rhrt	-
Subhratanu Bhattacharya - KU/EMP/00931	PATERNITY LEAVE	01/09/2022	04/10/2022	05/10/2022	2	18	Pending	fhfh	View
Subhratanu Bhattacharya - KU/EMP/00931	CHILD CARE LEAVE	02/09/2022	13/10/2022	13/10/2022	1	0	Pending	geter	View

- This part to show all Employee Leave status.