USER MANUAL LEAVE PORTAL

At first open googly browser search 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.
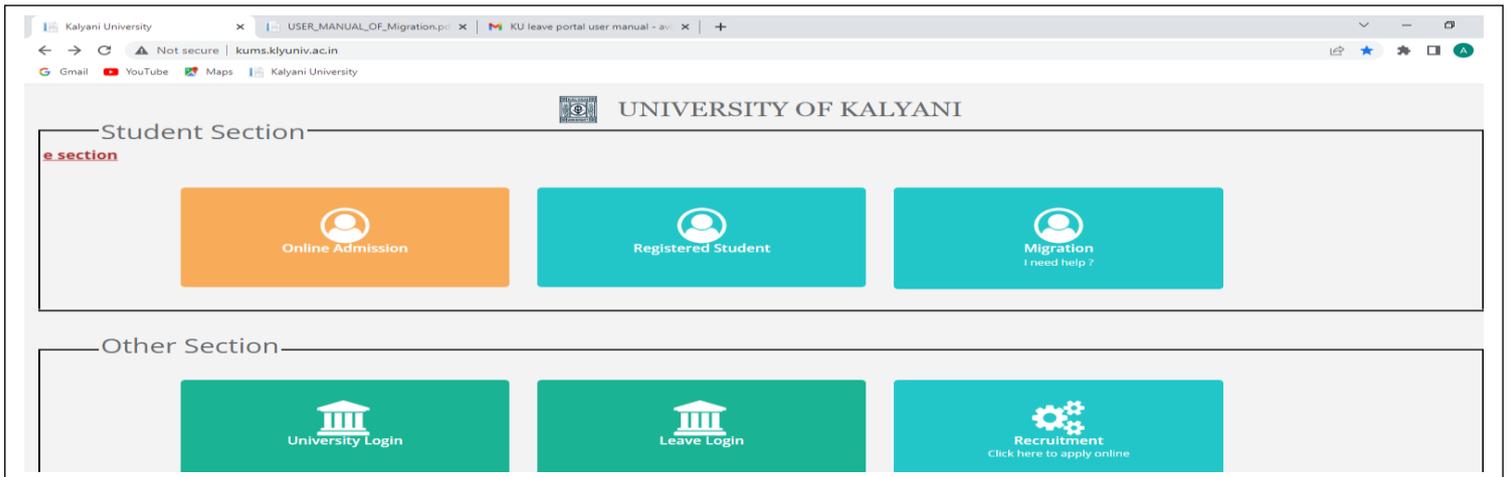
1. Click on Leave Login.
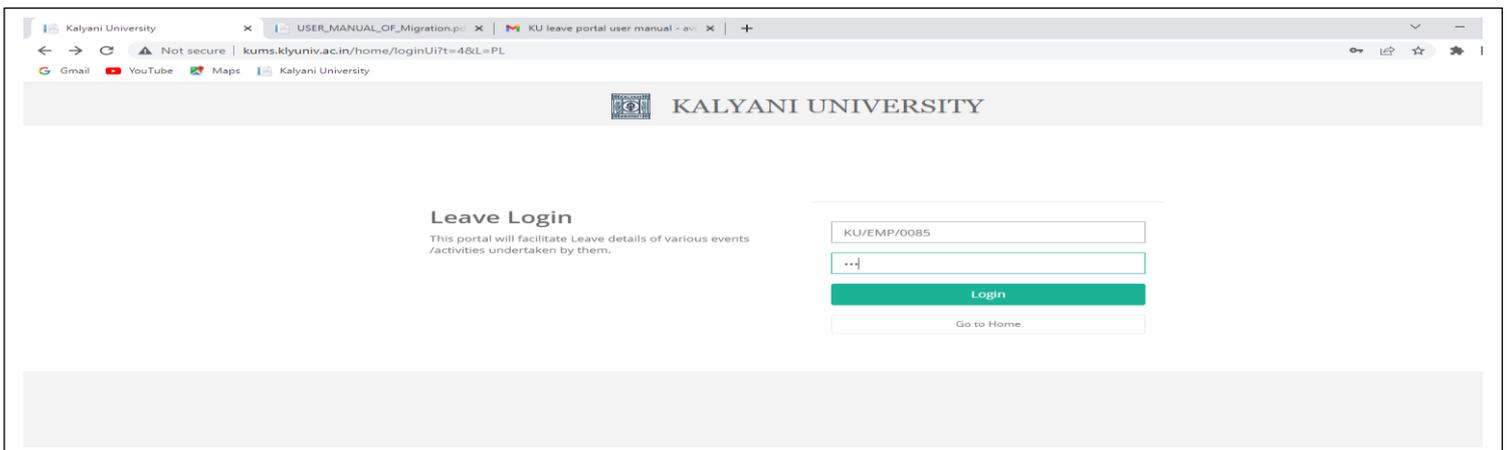
1. Click on Leave Login. 2. Put on ID & Password. 3. Click on Change ID & Password.

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

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

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

THIS PART FOR HOD/HEAD USER.
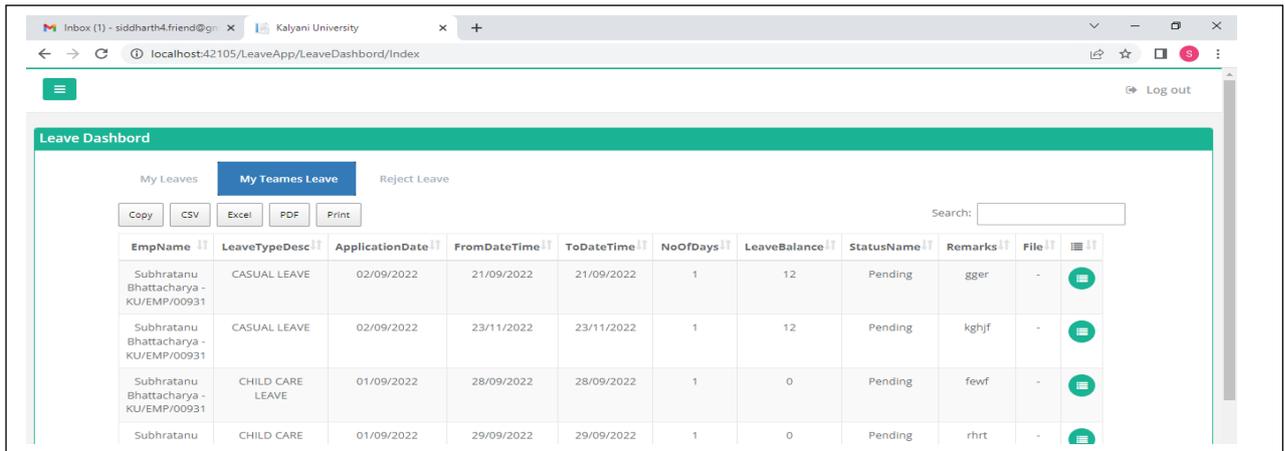
- **As par login for your ID & Password. Then click on Leave Dashboard &click MyTeams Leave.**
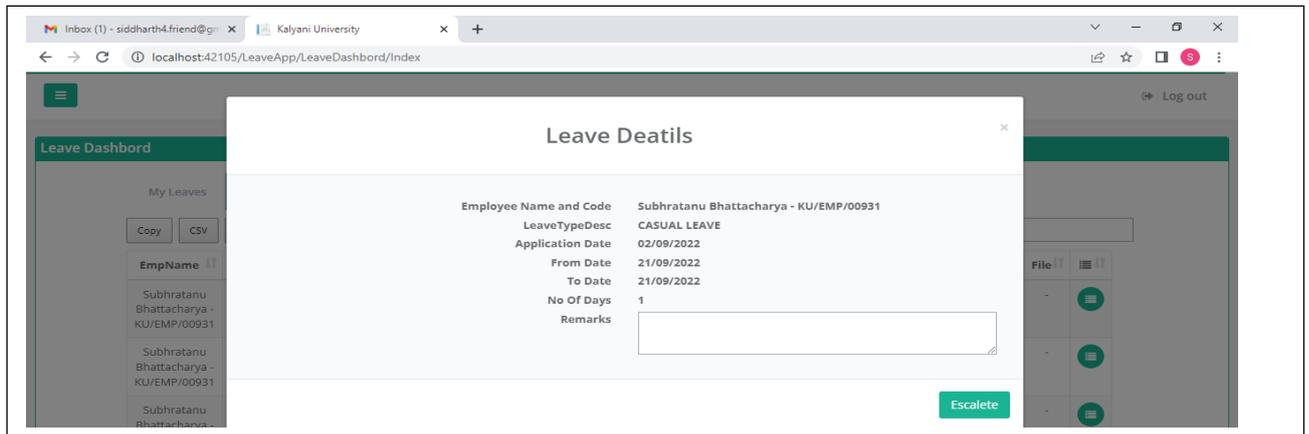
- **Click on Remarks option put Remarks then Escalate. (forward to Register/VC)**
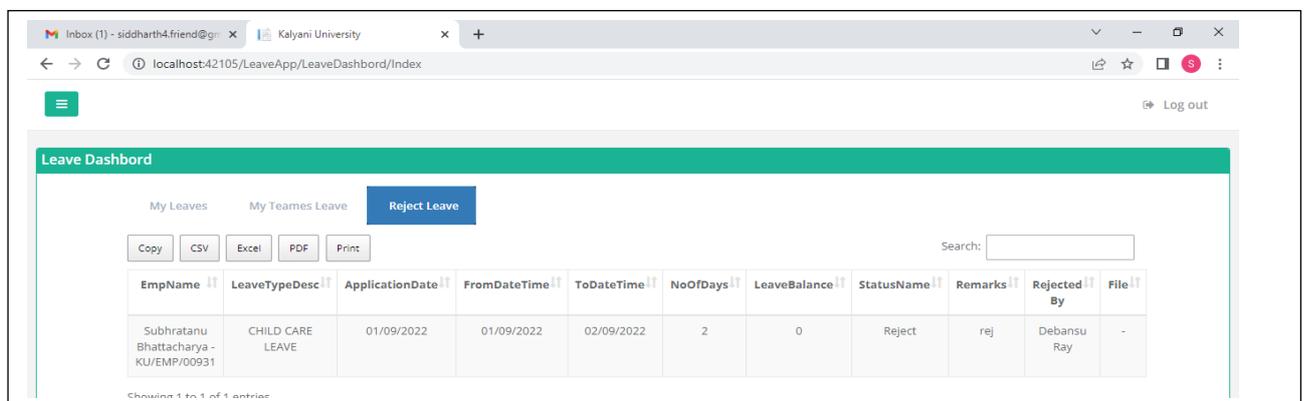
- **This part for Reject Leave show. (Reject or Approved)**

THIS PART FOR REGISTER USER.
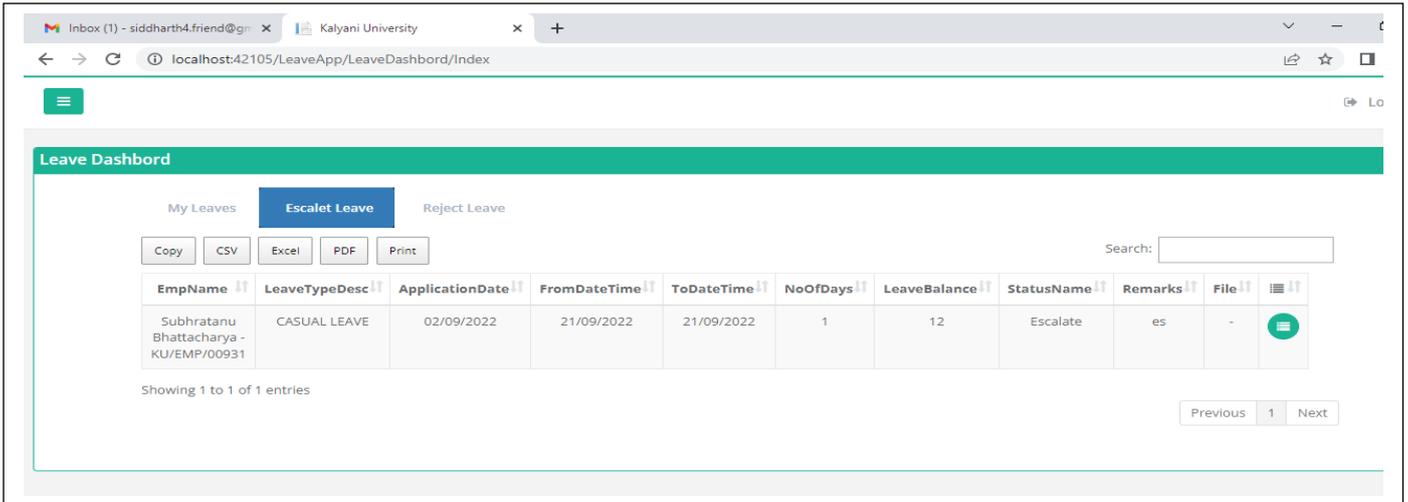
- **As par login for your ID & Password. Then click on Leave Dashboard &click Escalate Leavedclick this option.**
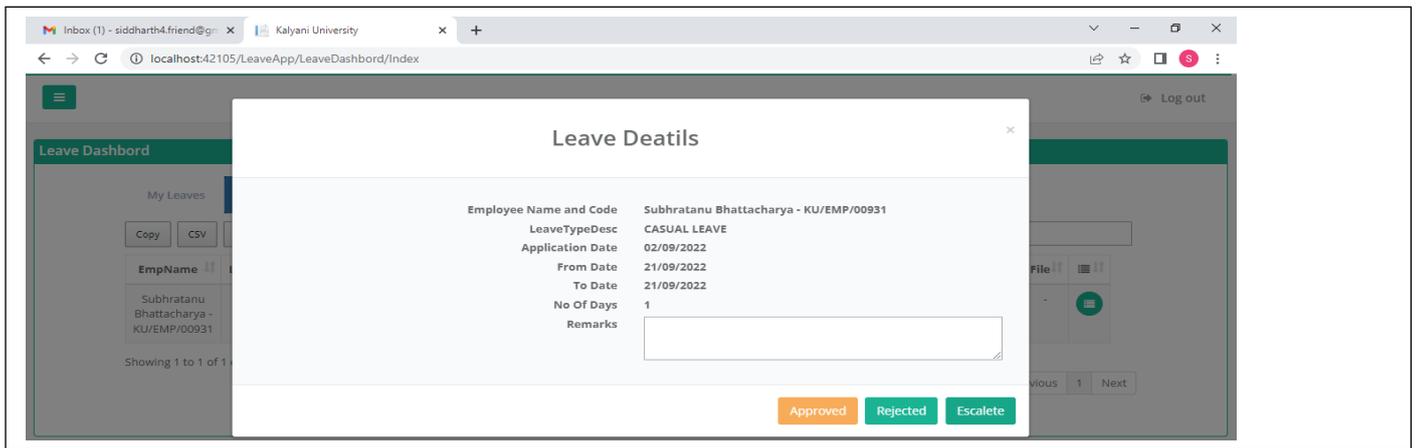
- **Click on Remarks option put Remarks then (Approved / Rejected / Escalate)**

THIS PART FOR OPERATE VC
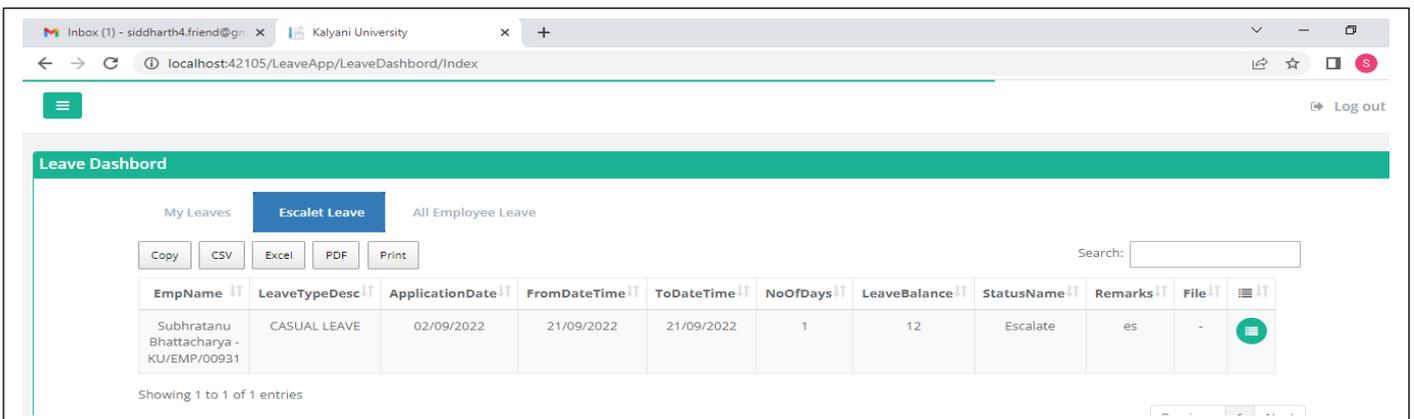
- **As par login for your ID & Password. Then click on Leave Dashboard &click Escalate Leaved click this option.**
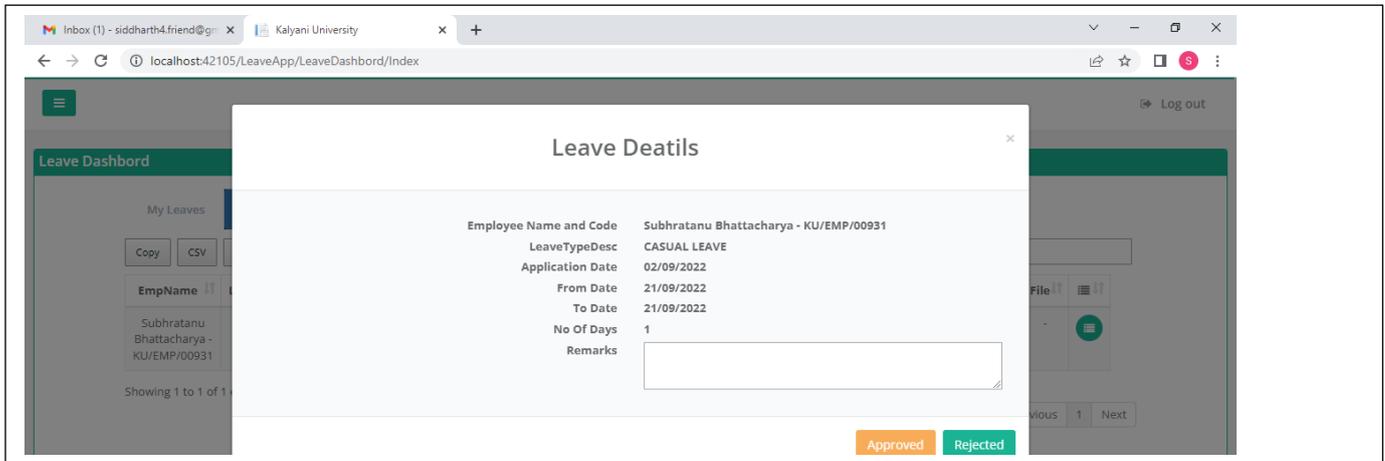
- **Click on Remarks option put on your (VC) opinion then Approved or Rejected**.

- **This part to show all Employee Leave status**.