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## IT Industry

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### Leave Management Tracking Application

#### Company Profile:

This is NGenious Solution Inc. internal application. NGenious Solutions, Inc. is a Microsoft Certified Gold Partner specializing in Information Worker and ISV/Software solutions. The company offers cutting-edge IT solutions from a range of industry and technology segments to Enterprises and Independent Software Vendors (ISVs).

#### Situation:

We wanted to have automation of Leave Management System. This is to reduce HR and Payroll team's manual paperwork and approval process from all Project Managers and Head on attendance sheet each month. The key requirement was to be able to approve leaves on mobile even if reporting manager is not in the office/travelling. And get MIS at the end of month on attendance to each user to notify him/her on the same.

#### Solutions:

NGenious Solutions, Inc., developed this Leave Management Tracking system in-house using SharePoint Online, PowerApps Forms, Microsoft Flow & SPFX Extension. We have developed below modules in LMT system;

- Leave Management - Leave submission by organization wide employees & consultants and approval by their respective Reporting Manager.
- Employee wise Year-wise Leave card and Leave Requests Summary management.
- Online acknowledgement of Monthly leave summary by Employees which helps Payroll to process salary

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#### **Overview**

#### **Customer Profile:**

*NGenious Solutions Inc.*

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#### **Industry:** IT

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#### **Country:** USA/India

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#### **Technologies:** SharePoint Online, PowerApps, Microsoft Flow, SPFX Extension

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#### **Benefits:**

- 1) Mobility
- 2) Better Time management
- 3) Enhanced User Interface

- Comp-off Management - Employees can apply of Comp-Off against working on weekends/public holiday and same goes through approval process of reporting manager.
- Work from Home requests - Employees can apply online for WFH requests and approval of the same by reporting manager.
- MIS Report - MIS Reports for Payroll/Admin team to view employees leave status and summary.

## Benefits:

### ◆ **Mobility**

As the solution is developed on PowerApps and Flow, it is responsive on mobile, and reporting manager can apply/approve/reject leaves from anywhere and anytime

### ◆ **Better Time management**

HR team is free from manual attendance sheet approval on paper from each employee and reporting manager. Overall HR task management capabilities were enhanced due to focused efforts on other important activities.

### ◆ **Enhanced user interface**

Users were able to utilize the more robust User Interface including responsive design support for multiple devices.

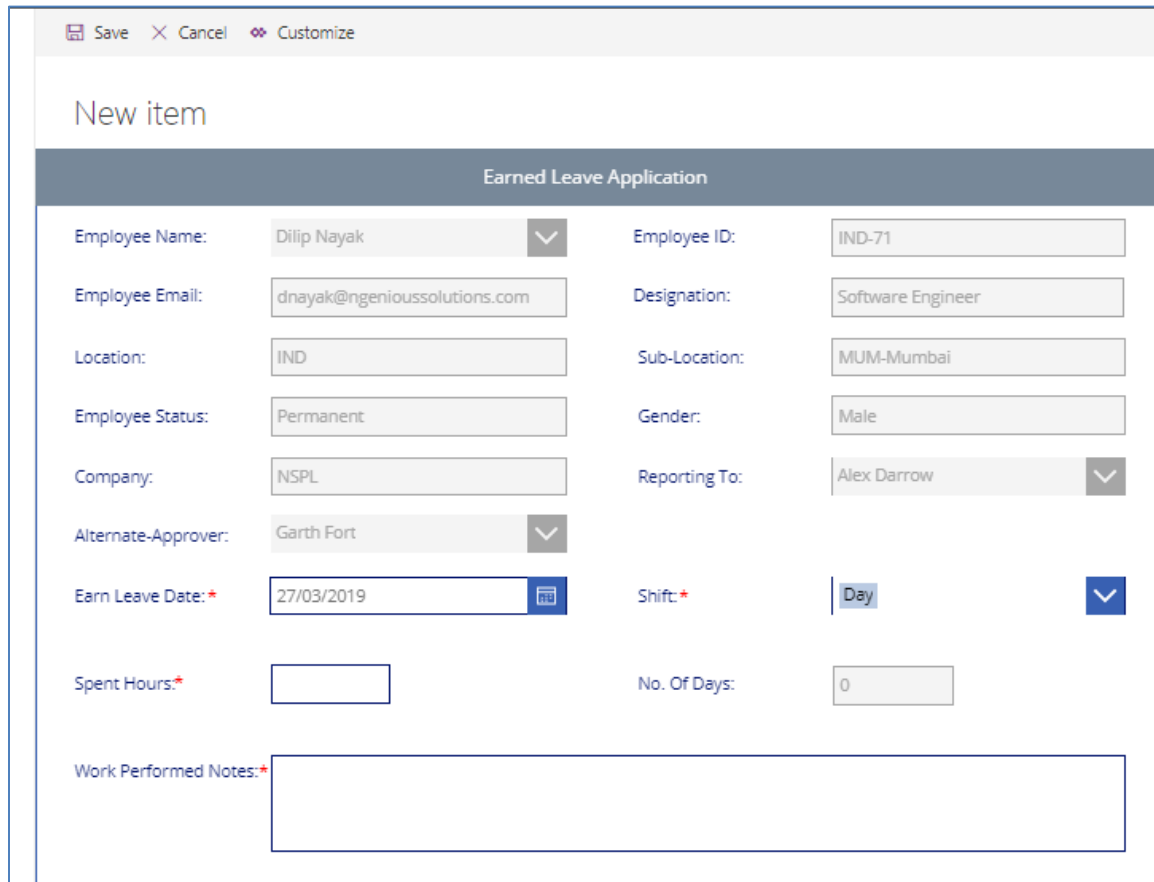
### **About NGenious Solutions, Inc.**

*NGenious Solutions, Inc. is a Microsoft Certified Gold Partner specializing in Information Worker and ISV/Software solutions. The company offers cutting-edge IT solutions from a range of industry and technology segments to Enterprises and Independent Software Vendors (ISVs). The company's range of services focuses on successful design, implementation, utilization, training and support of SharePoint and complementary Microsoft technologies that extend functionality within an organization. The company has office locations at both New Jersey (USA) and Mumbai (INDIA).*

*For more details email at [Info@ngenioussolutions.com](mailto:Info@ngenioussolutions.com)*

Reference Screen Shots of LMT application are as below;

### Earned Leave Application Form



The screenshot shows a web application window titled "New item" with a sub-header "Earned Leave Application". The form contains the following fields:

Employee Name:	Dilip Nayak	Employee ID:	IND-71
Employee Email:	dnayak@ngeniousolutions.com	Designation:	Software Engineer
Location:	IND	Sub-Location:	MUM-Mumbai
Employee Status:	Permanent	Gender:	Male
Company:	NSPL	Reporting To:	Alex Darrow
Alternate-Approver:	Garth Fort	Shift: *	Day
Earn Leave Date: *	27/03/2019	No. Of Days:	0
Spent Hours: *		Work Performed Notes: *	

## Leave Request Approval Form

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Earned Leave Application

Employee Name: <input type="text" value="Deepali Khetam"/>	Employee ID: <input type="text" value="IND-74"/>
Employee Email: <input type="text" value="dkhetam@ngeniousolutions.com"/>	Designation: <input type="text" value="Software Testing Executive"/>
Location: <input type="text" value="IND"/>	Sub-Location: <input type="text" value="MUM-Mumbai"/>
Employee Status: <input type="text" value="Permanent"/>	Gender: <input type="text" value="Female"/>
Company: <input type="text" value="NSPL"/>	Reporting To: <input type="text" value="Alex Darrow"/>
Alternate-Approver: <input type="text" value="Dilip Nayak"/>	
Earn Leave Date: <input type="text" value="28/05/2018"/>	Shift: <input type="text" value="Day"/>
Spent Hours: <input type="text" value="8"/>	No. Of Days: <input type="text" value="1"/>
Work Performed Notes: <input style="width: 100%;" type="text" value="t"/>	

Approval Details

Action:  Approve  Reject  Return

Process Log

Submitted --Deepali Khetam (5/22/2019)  
WPN: t  
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## Earned Leaves for Approval

<a href="#">New Leave Request</a> <a href="#">Pending Leaves For Approval</a> <a href="#">New Earned Leave Request</a> <a href="#">Earned Leaves For Approval</a> <a href="#">Reports</a> <a href="#">My Leave Summary</a> <a href="#">My Leave Card</a> <a href="#">My Earned Leave Requests</a> <a href="#">Leaves Calendar</a> <a href="#">Earned Leave Requests</a>	<b>Pending Requests</b>								
	<a href="#">Edit</a>	Request No	Requestor	Approver	Alternate-Approver	Earn Leave Date	Spent hours	No Of Days	Shift
		2019-MUM-Mumbai-DN-29	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/1/2019	8.00	1.00	Day
		2019-MUM-Mumbai-DN-30	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/1/2019	8.00	1.00	Day
		2019-MUM-Mumbai-DN-40	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/5/2019	8.00	1.00	Day
		2019-MUM-Mumbai-DN-56	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/5/2019	9.00	0.50	Day
		2019-MUM-Mumbai-DN-55	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/12/2019	4.00	0.50	Day
		2019-MUM-Mumbai-DN-57	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/12/2019	7.00	1.00	Day
		2019-MUM-Mumbai-SD-79	<input type="checkbox"/> Sara Davis	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/19/2019	5.00	0.50	Night
		2019-MUM-Mumbai-DN-99	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/20/2019	5.00	0.50	Day
		2019-MUM-Mumbai-VG-103	<input type="checkbox"/> Vishal Geet	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/24/2019	8.00	1.00	Day
	<b>Approved Requests</b>								
	<a href="#">Edit</a>	Request No	Requestor	Approver	Alternate-Approver	Earn Leave Date	Spent hours	No Of Days	Shift
	2019-MUM-Mumbai-DN-43	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/6/2019	4.00	0.50	Day	
	2019-MUM-Mumbai-DN-45	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/7/2019	5.00	1.00	Day	
	2019-MUM-Mumbai-DN-46	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/7/2019	8.00	1.00	Day	
	2019-MUM-Mumbai-DN-60	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	<input type="checkbox"/> Garth Fort	3/8/2019	4.00	0.50	Day	
	2019-MUM-Mumbai-KL-68	<input type="checkbox"/> Kalpana Lande	<input type="checkbox"/> Dilip Nayak	<input type="checkbox"/> Alex Darrow	3/13/2019	8.00	1.00	Day	

## Monthly Leave Report

Save Cancel Go to PowerApps

### My Monthly Leave Summary

Employee Name: Dilip Nayak Employee Status: Permanent

Leave Period: 01/03/2019 to 31/03/2019 Status: Returned

Leave Summary:

Month Days	Public / Weekly Holidays	Net Working Days	Opening Balance	Absent (Days)	Earned (Days)	Closing Balance	Net Deduction	Net Payable Working Days	Special Leaves
12	2	10	0	2	9	7	0	10	0

Accept  Return

Comment: \* rer ste

### Activity Log

[Generated] -- Dilip Nayak (2/05/2019)  
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[Returned] -- Dilip Nayak (02/05/2019)  
Comment: rer ste  
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