

Employee Leave Management Process:

Overview:

The project involved developing a solution using PowerApps, Power Automate and SharePoint List for an ABC company specialized in manufacturing and trading Industrial Cutting Tools in India. The client uses the solution to automate their entire organization's Employee Leave Management Process of replacing conventional manual process.

Client details:

Name: Confidential | **Industry:** Industrial Cutting Tools Manufacturing Company | **Location:** USA

Technologies:

Office365, PowerApps (Canvas Apps), Power FX, Power Automate (For approvals, CRUD operations in O365), SharePoint List.

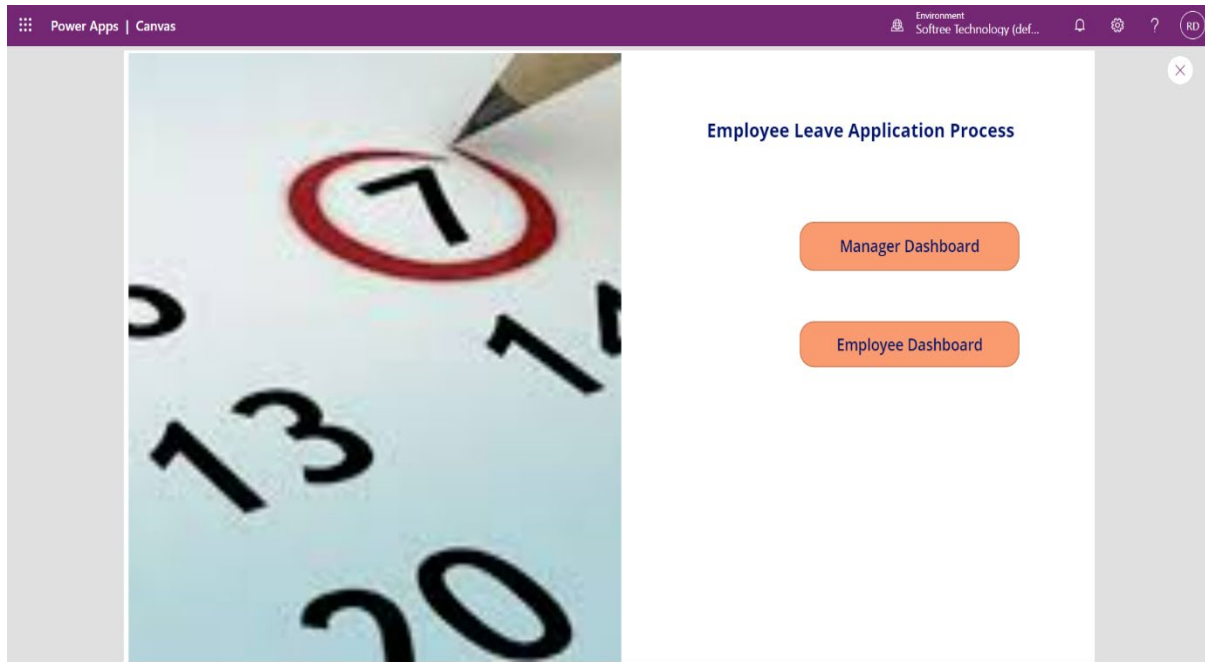
Project Description:

Generally, Client uses the solution to automate their complete Employee Leave Management Process of replacing conventional manual process. having lot of complex paper works and human resource involvement. This project enabled them to avoid Paper work complications and less human resource assistance. Hence making the organizations save valuable time, complex paper works, facilitate Employees as well as concerned Managers to access, approve/reject and monitor entire process remotely.

The project was successful and Some of the salient features are as follows:

Employee Leave Application Dashboard:

This Home Page helps Manages or Employees to navigate their respective dashboards. Each dashboard contains respective modules where they interact with them easily to accomplish the tasks



Employee Leave Request:

Here the employee from the organization will view, search his/her leave request details. Then can easily navigate to apply for fresh leave. here he/she can also check the status of the leave applied for.

The screenshot shows the 'Employee Leave Request' application interface. The top navigation bar is orange and contains a home icon, the title 'Employee Leave Request', and an 'Apply Leave' button. Below the navigation bar, there is a search bar labeled 'Search here' and a dropdown menu currently set to 'Vacation Leave'. The main content area is divided into two sections: 'Vacation Leave' and 'Casual Leave'. Each section displays a list of dates and a 'Pending' status indicator. The 'Vacation Leave' section shows dates 10/3/2021 and 10/6/2021. The 'Casual Leave' section shows dates 10/5/2021 and 10/6/2021. On the left side, there is a sidebar with buttons for 'Leave Requests', 'Leave Balance', 'Holidays', and 'Logout'.

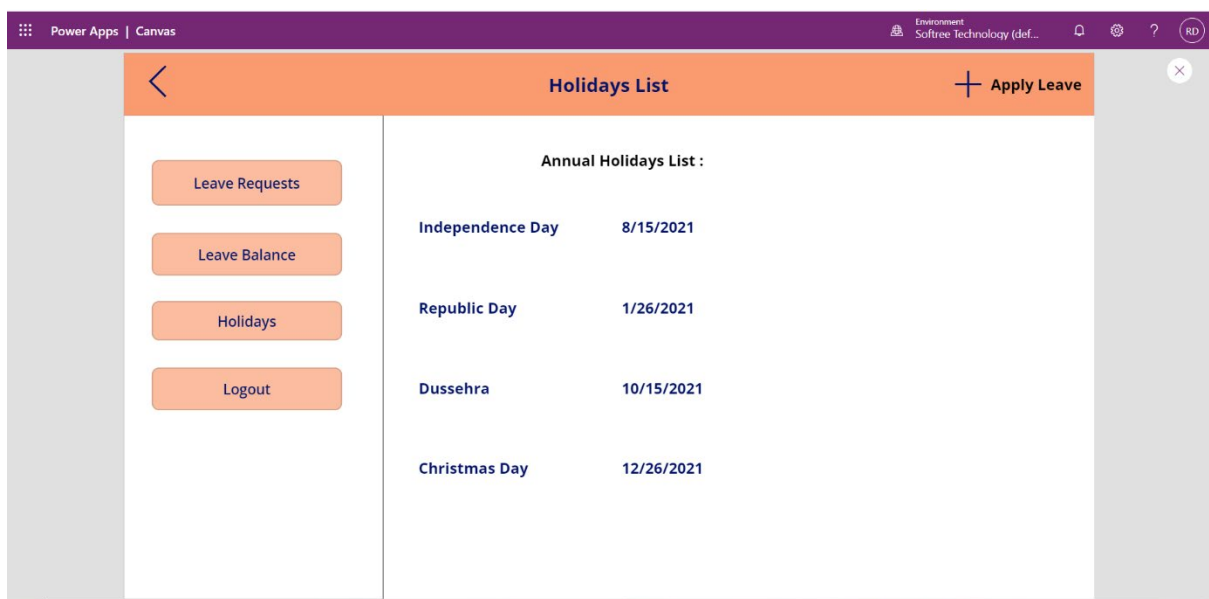
Apply for Leave:

Here the employee will fill up the details i.e. Leave Type, Requested To, From Date, To Date etc. using PowerApps. Then he/she will send request to the concerned Manager for approval. This functionality is achieved by using Power Automate directly in PowerApps.

The screenshot shows the 'Apply Leave' application interface. The top navigation bar is orange and contains the title 'Apply Leave' and an 'Apply Leave' button. Below the navigation bar, there is a sidebar with buttons for 'Leave Requests', 'Leave Balance', 'Holidays', 'Leave Status', and 'Log Out'. The main content area contains several form fields: 'Title' (text input), 'Department' (dropdown menu), 'Leave Type' (dropdown menu), 'Start Date' (calendar picker), 'End Date' (calendar picker), 'No. of Days' (text input), and 'Leave Status' (dropdown menu). An 'Apply' button is located at the bottom right of the form area.

Holidays List:

Here the user from the management will get an approval email with the link to the supplier's price quotes. Where he navigates using that link and approve/reject the quotes along with adding comments. This process is achieved by using Power Automate



Employee Leave Balance:

Here user will view his/her respective Leave balance along with Leave Type, Total Leaves, Applied Leaves using PowerApps screen from the O365 list. In here he/she can also navigate to Leave Application Form.

< **Employee Leave Balance** + Apply Leave ×

Leaves Type	Total Leaves	Applied Leaves	Balance Leaves
Vacation Leave	20	10	10 Days
Casual Leave	10	2	8 Days
Maternal Leave	60	30	30 Days
Quarentine Leave	14	7	7 Days

Leave Requests

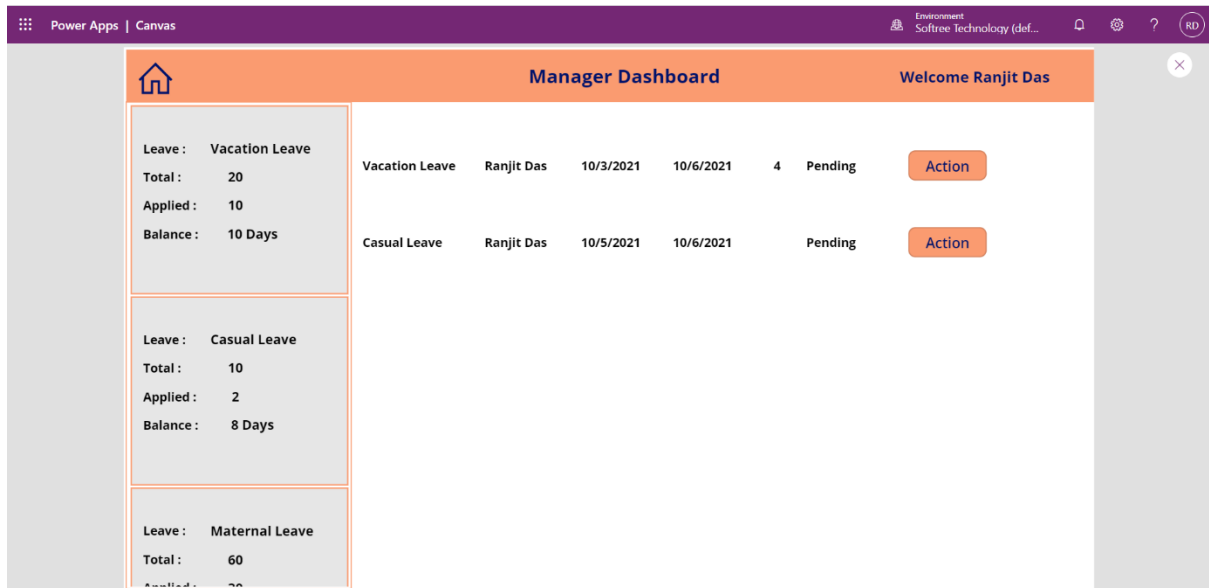
Leave Balance

Holidays

Logout

Manager Dashboard:

This Screen can only view by Manager. In here he/she can check all the Leave status and can take necessary action if needed.



Conclusion:

The application is a complete solution for the organization to run its Employee Leave Process in as a part hassle-free environment.