

# Leave Management Information System

# LMIS

## SUPERVISOR MANUAL



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## User Login Page

**User Login**

[Login](#)

User Name:

Password:

Log In

### 1. Overview

The User Login Page authenticates users and provides application access.

The User Login Page accepts a Windows User Name and Password and verifies that the user login credentials are valid before allowing further access to the application.

### 2. Getting to the Page

The page is shown in one of the following conditions:

- The user navigates to the website before being authenticated.
- The user clicks on the Log Out link of the Log In Status Indicator (see Common Page Controls section) after being granted access to the application.

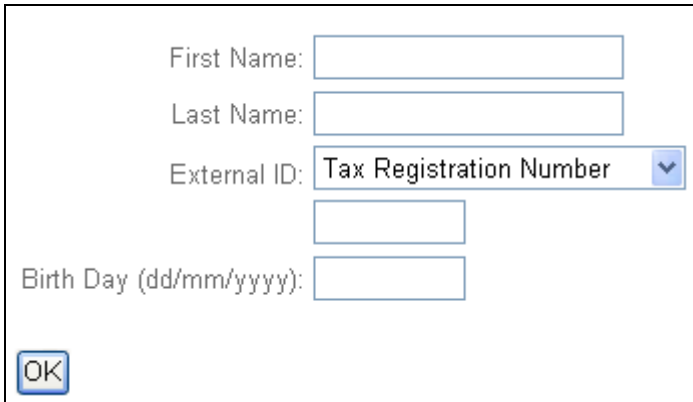
### 3. User Instructions

1. Enter your Windows User Name in the User Name textbox.
2. Enter your Windows Password in the Password textbox.
3. Click the Log In button or press the <Enter> key on the keyboard.
4. If the user's login credentials are incorrect an error message will appear in red at the top of the screen otherwise access will be granted to the application
5. If the user is logging in to the application for the first time the User Details Page (see User Details Page section) will be shown otherwise the Main Menu Page (see Main Menu Page section) is shown.

### 4. Validations

Validated Data	Validation	Error Message
User Name	User Name is required.	* User Name is required.
	User Name is valid	* Username or Password is invalid.
Password	Password is required.	* Password is required.
	Password is valid.	* Username or Password is invalid.

## User Details Page



The screenshot shows a form with the following fields:

- First Name:
- Last Name:
- External ID: Tax Registration Number
- 
- Birth Day (dd/mm/yyyy):
- 

### 1. Overview

The User Details Page verifies if a user is a staff member and assigns the Staff or Supervisor role when applicable based on the user's responsibilities as indicated by the Human Resource Development Department.

The User Details Page stores the user's First Name and Last Name.

The page accepts the user's Tax Registration Number or NIS Number and Birth Day to verify the user as a staff member and or supervisor.

### 2. Getting to the Page

The Page can only be accessed from the Login Page (see Login Page section) after the user has entered a user name and password and clicked on the Login button or pressed the <Enter> key on the keyboard. If the username and password entered are verified and the user is logging in for the first time the User Details page is shown.

### 3. User Instructions

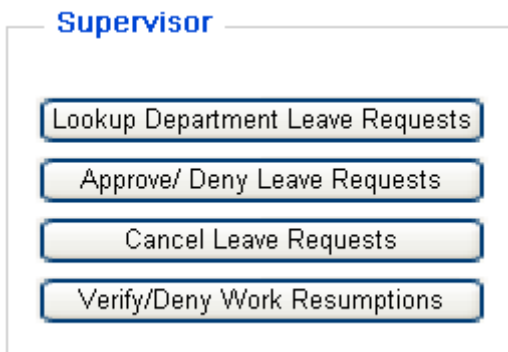
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
External ID:	Tax Registration Number <input type="button" value="v"/>
	<input type="text"/>
Birth Day (dd/mm/yyyy):	<input type="text"/>
<input type="button" value="OK"/>	

1. Enter your first name in the First Name textbox.
2. Enter your last name in the Last Name textbox.
3. Select an external id from the External ID list (TRN or NIS)
4. Enter the identification number without any formatting in the External ID textbox.
5. Enter your birth day in the dd/mm/yyyy format for example 15/05/1962 in the Birth Day textbox.
6. Click the OK button or press the <Enter> key on the keyboard.
7. If Staff Information was entered incorrectly an error message is shown in red otherwise the Main Menu Page (see Main Menu Page section) is shown.

### 4. Validations

Validated Data	Validation	Error Message
First Name	First Name is required.	* First Name is required.
Last Name	Last Name is required.	* Last Name is required.
External ID	External ID is required.	* External ID is required.
	External ID Tax Registration Number must be characters without formatting.	* Tax Registration Number must be 9 characters long.
	External ID National Insurance Scheme number must be 7 characters long.	* National Insurance Scheme number must be 7 characters long.
External ID/ Birthday	External ID National Insurance Scheme number must be in the format A999999.	* National Insurance Scheme number must start with a letter followed by all numeric characters.
	The External ID and Birthday information must match the values entered in HRD department main Staff database.	* Staff credentials can not be verified or staff user already exists.
	The staff member must not already be tied to another username.	
Birthday	Birthday is required.	* Birth Day is required.

## Main Menu Page – Supervisor Menu



### 1. Overview

The Main Menu Page is the application's navigation page.

This page allows access to all supervisor functions via the Supervisor Menu.

The Supervisor Menu is a group of menu buttons grouped under the Supervisor subheading.

The supervisor functions below relate to the directly supervised staff of the logged in supervisor:

- Lookup Department Leave Requests – Searches for Leave Requests of supervised staff.
- Approve/Deny Leave Request – Approves/ Denies the Leave Requests of supervised staff.
- Cancel Leave Requests – Deletes Leave Requests approved by the logged in supervisor but not yet committed to the Human Resources Management Information System (HRM2001).
- Verify/ Deny Work Resumption – Verifies or Denies Work Resumption Notices of supervised staff.

### 2. Getting to the Supervisor Menu

The Supervisor Menu is shown only for supervisors that have been recorded in the HRD Department's main staff database (HRM2001) as supervisors and have successfully logged into LMIS and been verified as a staff member

The Supervisor Menu may be accessed in one of the following ways:

- From the Login Page (see Login Page section) after the supervisor has entered a user name and password and clicked on the Login button or pressed the <Enter> key on the keyboard.  
If the username and password entered are verified and the user is not logging in for the first time the Main Menu Page with the Supervisor Menu is shown.
- From the User Details Page after the supervisor has entered all the required information and clicks the OK button or presses the <Enter> key on the keyboard.  
If there are no error messages generated the Main Menu page with the Supervisor Menu is shown.
- From any other LMIS page after clicking the CLOSE button if the supervisor has already logged in.

### 3. User Instructions

1. Click on the menu button for the function you would like to use.
2. The appropriate function page is shown.

## Staff Leave Search Page

STAFF LEAVE SEARCH								
STAFF LEAVE								
Department	Section	First Name	Last Name	Start Date	End Date	Days	Leave Type	Status
Planning & Operations Div	Technology & Info. Mgt.	Jane	Doe	01/02/2013	01/02/2013	1	Extended Sick	Committed
Planning & Operations Div	Technology & Info. Mgt.	John	Doe	01/02/2013	01/02/2013	1	Vacation	Committed

Views:  Table  Calendar

Employees:

Department:

Section:

Leave Type:

Leave Status:

Start Date:   End Date:

### 1. Overview

The Staff Leave Search Page searches for Leave Requests from the supervised staff of the currently logged in supervisor. The page accepts the Employee Name, Department, Section, Leave Type, Leave Status, Start Date and End Date values to filter the Staff Leave Table.

### 2. Getting to the Page

1. Navigate to the Main Menu Page (see Main Menu Page – Supervisor Menu section).
2. Click on the Lookup Department Leave Requests menu button from the Supervisor Menu.
3. The Staff Leave Search Page is shown.

### 3. User Instructions

1. The default page view is shown as follows:

STAFF LEAVE SEARCH								
STAFF LEAVE								
Department	Section	First Name	Last Name	Start Date	End Date	Days	Leave Type	Status
Planning & Operations Div	Technology & Info. Mgt.	Jane	Doe	01/02/2013	01/02/2013	1	Extended Sick	Committed
Planning & Operations Div	Technology & Info. Mgt.	John	Doe	01/02/2013	01/02/2013	1	Vacation	Committed

Views:  Table  Calendar

Employees:

Department:

Section:

Leave Type:

Leave Status:

Start Date:   End Date:

- A list of the supervisor’s staff is populated and the first person selected in the Employees list box.
  - “Table” is selected in the Views radios button group.
  - “All” is selected in the Department drop down box.
  - “All” is selected in the Section drop down box.
  - The default Leave Type (All) is selected in the Leave Type drop down box.
  - The default Leave Status (All) is selected in the Leave Status drop down box.
  - The default Start Date (today’s date) is entered in the Start Date textbox.
  - The default End Date (current month’s end date) is entered in the Return Date textbox.
2. Select the “Table” or “Calendar” view. The calendar view only shows leave that has been “Submitted”, “Supervisor Approved” or “Committed” in a weekly calendar.
  3. Select the supervised staff members who’s leave you wish to view from the Employees list box. This specifies that the Staff Leave Table should only show Leave of the supervised staff members selected. You may select multiple staff members by holding the <Ctrl > key on the keyboard while clicking the on each staff member’s name. Click the ALL button to select all staff in the list. Click the CLEAR button to select only the first staff member.
  4. Enter a Start Date in dd/mm/yyyy format in the Start Date textbox or click the start date calendar button and select a value from the calendar. This specifies that the Staff Leave Table should only show Leave that end on or after the Start Date specified.



5. Enter an End Date in the End Date textbox or click the end date calendar button and select a value from the calendar. This specifies that the Staff Leave Table should only show Leave that start on or before the End Date specified.
6. Select a department from the Department drop down list. This specifies that the Staff Leave Table should only show Leave of your supervised staff that belong to the same department selected.
7. Select a Leave Status value from the Leave Status drop down list. This specifies that the Staff Leave table should only show Leave that have the same status value specified.
8. Click the SEARCH button or press the <Enter> key on the keyboard.
9. The Staff Leave Table is filtered according to the filter values selected.
10. Click on the page number link at the bottom of the Staff Leave Table to navigate to each page of the table.
11. Click on the name of any column in the Staff Leave Table to sort the table by that column
12. Click the CLOSE button.

#### 4. Calendar Search Navigation

Leave Calendar

	Sun 17-Feb-2013	Mon 18-Feb-2013	Tue 19-Feb-2013	Wed 20-Feb-2013	Thu 21-Feb-2013	Fri 22-Feb-2013	Sat 23-Feb-2013	Legend
Jane Doe (JD02)								<div style="background-color: #0000FF; width: 15px; height: 10px; display: inline-block; margin-right: 5px;"></div> On Leave
John Doe (JD01)								

Week 1 of 2

Views:  Table  Calendar


1. Select the **Calendar** radio button on the Staff Leave Search page.
2. The Leave Calendar shows only supervisee leave that has been submitted, recommended or approved.
3. Click on 1 of the following buttons to navigate through the Leave Calendar:
  - Click on the >> button to scroll to the next week.
  - Click on the << button to scroll to the previous week.
  - Click on the >>| button to scroll to the final week.
  - Click on the |<< button to scroll to the first week.

#### 5. Validations

Validated Data	Validation	Error Message
Start Date	Date must be valid and in the format is dd/mm/yyyy.	* Start Date must be a valid date in the format dd\mm\yyyy.
End Date	Date must be valid and in the format is dd/mm/yyyy.	* End Date must be a valid date in the format dd\mm\yyyy.
	End Date must be equal to or later than Start Date.	* End Date must be later than leave Start Date.

# Leave Request Decision Page

**LEAVE REQUEST DECISION**

Check Scheduled Leave: 

REQUESTED LEAVE

Department	Section	First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	Sick	LRS33	25/01/2012	25/01/2012	1	18/01/2012	Select

## 1. Overview

The Leave Request Decision Page displays and either approves or denies the leave requests of the supervisor's staff. The page allows the supervisor to select a specific leave request from a single staff member that is used to make an approve/ deny decision. The page sends out email notifications to the supervisor, supervised staff member and human resource department representative if applicable. If the leave request needs to be approved by the Human Resource Department the request will be made available for HRD decision.


## 2. Getting to the Page

1. Navigate to the Main Menu Page (see Main Menu Page – Supervisor Menu section).
2. Click on the Approve/ Deny Leave Requests menu button from the Supervisor Menu.
3. The Leave Request Decision Page is shown.

### 3. User Instructions

#### 3.1 Checking Scheduled Leave

**LEAVE REQUEST DECISION**

Check Scheduled Leave: 

REQUESTED LEAVE


Department	Section	First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	Sick	LRS33	25/01/2012	25/01/2012	1	18/01/2012	<a href="#">Select</a>

Check Scheduled Leave: 

1. Click the Check Scheduled Leave button.
2. The Staff Leave Search Page is shown (see Staff Leave Search Page section).
3. Filter the search list as required.
4. Click the CLOSE button.
5. You are returned to the Leave Request Decision Page.

#### 3.2 Approving a Leave Request

**LEAVE REQUEST DECISION**

Check Scheduled Leave: 

REQUESTED LEAVE

Department	Section	First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	Sick	LRS33	25/01/2012	25/01/2012	1	18/01/2012	<a href="#">Select</a>

1. The default page view is shown as follows:
  - The Requested Leave Table is populated with leave requests from staff that require supervisor approval and the first request is selected and highlighted in yellow.
  - If there are leave requests that need to be approved or denied the APPROVE and DENY buttons are enabled otherwise these buttons are disabled.
2. Click the [Select](#) link in the Requested Leave Table for the particular leave request you wish to approve.
3. The leave request is highlighted in yellow.
4. Click the APPROVE button or press the <Enter> key on the keyboard.

**LEAVE REQUEST DECISION**

CLICK CONFIRM TO APPROVE LEAVE REQUEST!

LEAVE REQUEST							
First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted
Sheldon	Jones	Sick	LRS33	25/01/2012	25/01/2012	1	18/01/2012

5. A confirmation page is shown with the selected leave information and the message “CLICK CONFIRM TO APPROVE LEAVE REQUEST!”
6. Click the CONFIRM button

**From:** lrs\_apps@utech.edu.jm [mailto:lrs\_apps@utech.edu.jm]  
**Sent:** Tuesday, August 16, 2011 9:39 AM  
**To:** Seanette R. Forbes (Supervised Staff), HRD Dept  
**Cc:** Hugh A. Brown (Supervisor)  
**Subject:** Leave Decision Notice - Supervisor

Good Day

Seanette Forbes with ID 6086 has been approved for 1 days Vacation leave by [Hugh Brown](#) , Supervisor.  
 The leave will start on 15/08/2011 and end on 15/08/2011.

7. A Leave Decision Notice email is sent to the staff member requesting the leave his/ her supervisor and HRM staff responsible for leave administration approving the leave request.
8. Dependent on the type and length of leave approved, a Payroll Stop Payment Notice may be sent to the Payroll Department, HRM department, supervisor and HRM leave administration staff.
9. The page returns to the default view
10. If you have completed approving and denying leave requests click the CLOSE button.
11. The Main Menu Page is shown.

### 3.3 Denying a Leave Requests

#### LEAVE REQUEST DECISION

Check Scheduled Leave:

##### REQUESTED LEAVE

Department	Section	First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	Sick	LRS33	25/01/2012	25/01/2012	1	18/01/2012	<a href="#">Select</a>

- The default page view is shown as follows:
  - The Requested Leave Table is populated with leave requests from staff that require supervisor approval and the first request is selected and highlighted in yellow.
  - If there are leave requests that need to be approved or denied the APPROVE and DENY buttons are enabled otherwise these buttons are disabled.
- Click the [Select](#) link in the Requested Leave Table for the particular leave request you wish to deny.
- The leave request is highlighted in yellow.
- Click the DENY button.

#### ENTER DENIAL REASON

- Select reason for denying leave request.
- Enter your notes.
- Click confirm to deny leave request.

##### LEAVE REQUEST

First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted
Sheldon	Jones	Sick	LRS33	25/01/2012	25/01/2012	1	18/01/2012

Denial Reason:

Notes:

- The page requests a Denial reason.
- Enter a denial reason in the Denial Reason text box.
- Click the CONFIRM button.

**From:** lrs\_apps@utech.edu.jm [mailto:lrs\_apps@utech.edu.jm]  
**Sent:** Tuesday, August 16, 2011 9:53 AM  
**To:** Seanette R. Forbes (Supervised Staff)  
**Cc:** Hugh A. Brown (Supervisor)  
**Subject:** Leave Decision Notice - Supervisor

Good Day

Seanette Forbes with ID 6086 has been denied for 1 days Vacation leave by Hugh Brown , Supervisor.  
The leave was scheduled to start on 16/08/2011 and end on 16/08/2011.

8. A Leave Decision Notice email is sent to the staff member requesting the leave his/ her supervisor and HRM staff responsible for leave administration denying the leave request.
9. The page returns to the default view
10. If you have completed approving and denying leave requests click the CLOSE button.
11. The Main Menu Page is shown.

#### 4. Validations

Validated Data	Validation	Error Message
Leave Requests	An approval or denial decision must be linked to a leave request.	* There are no leave requests for approval or denial.
Denial Reason	A reason must be provided for denying a leave request.	* A Denial Reason is required.

## Delete Approved Leave Requests Page

**DELETE APPROVED LEAVE REQUESTS**

Check Scheduled Leave:

APPROVED LEAVE

Department	Section	First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	Compassionate	LRS34	24/01/2012	24/01/2012	1	24/01/2012	<a href="#">Select</a>

### 1. Overview


The Delete Approved Leave Request Page is used to cancel leave requests approved by the currently logged in supervisor that have not yet been committed to the Human Resources Management Information System (HRM2001). The page sends out email notifications to the currently logged in supervisor and the supervisee that requested the leave indicating that the leave request has been cancelled.

### 2. Getting to the Page

1. Navigate to the Main Menu Page (see Main Menu Page – Supervisor Menu section).
2. Click on the Cancel Leave Requests menu button from the Supervisor Menu.
3. The Delete Submitted Leave Request Page is shown.

### 3. User Instructions

#### DELETE APPROVED LEAVE REQUESTS

Check Scheduled Leave: 

APPROVED LEAVE


Department	Section	First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	Compassionate	LRS34	24/01/2012	24/01/2012	1	24/01/2012	<a href="#">Select</a>

1. Click the [Select](#) link in the Submitted Leave Table for the particular leave you wish to cancel.
2. The selected leave is highlighted in yellow.
3. Click the DELETE REQUEST button or press the <Enter> key on the keyboard.

#### CONFIRM LEAVE REQUEST DELETE!

- Select reason for delete.
- Enter your notes.
- Click confirm to delete leave request.

LEAVE REQUEST							
First Name	Last Name	Leave Type	Transaction	Start Date	End Date	Days	Submitted
Sheldon	Jones	Compassionate	LRS34	24/01/2012	24/01/2012	1	24/01/2012

Reason for Delete:  

Notes:

4. The page displays the selected leave information in a new table
5. Select the reason for deleting the leave request from the Reason for Delete drop down box.
6. Enter notes in Notes textbox explaining the reason for deleting the leave request.
7. Click the CONFIRM button.
8. The page default view is shown.
9. If you have completed cancelling leave requests click the CLOSE button.
10. The Main Menu Page is shown.

### 4. Validations

Validated Data	Validation	Error Message
Submitted Leave	A work resumption notice must be linked to an submitted leave request.	* There are no leave requests to delete.
Delete Reason	Reason for deleting leave request is required.	* A Note is required.



## Work Resumption Verification Page

WORK RESUMPTION VERIFICATION								
WORK RESUMPTIONS								
Department	Section	First Name	Last Name	Transaction	Leave Type	Resume Date	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	099324	Departmental/ Personal	21/12/2011	21/12/2011	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	101072	Departmental/ Personal	11/01/2012	11/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	101872	Departmental/ Personal	11/01/2012	11/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	LRS24	Sick	18/01/2012	18/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	LRS25	Sick	20/01/2012	20/01/2012	Select

### 1. Overview

The Work Resumption Verification Page is used to verify or deny the date on which a supervisee resumed work after a particular approved leave was taken. All types of leave require a work resumption. The page allows the supervisor to select a specific work resumption notice from a single supervisee that is used to make a verify or deny decision. The page sends out email notifications to the supervisor and supervisee as well as the human resource department and payroll department if applicable

### 2. Getting to the Page

1. Navigate to the Main Menu Page (see Main Menu Page – Supervisor Menu section).
2. Click on the Verify Work Resumption menu button from the Supervisor Menu.
3. The Work Resumption Verification Page is shown.

4.

### 3. User Instructions

#### 3.1 Verifying Work Resumption

WORK RESUMPTION VERIFICATION								
WORK RESUMPTIONS								
Department	Section	First Name	Last Name	Transaction	Leave Type	Resume Date	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	099324	Departmental/ Personal	21/12/2011	21/12/2011	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	101072	Departmental/ Personal	11/01/2012	11/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	101872	Departmental/ Personal	11/01/2012	11/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	LRS24	Sick	18/01/2012	18/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	LRS25	Sick	20/01/2012	20/01/2012	Select

VERIFY DENY CLOSE

1. The default page view is shown as follows:

- The Work Resumptions Table is populated with work resumption notices from staff that require supervisor verification and the first notice is selected and highlighted in yellow.
- If there are work resumption notices that need to be verified or denied the VERIFY and DENY buttons are enabled otherwise these buttons are disabled.

2. Click the [Select](#) link in the Work Resumptions Table for the particular work resumption notice you wish to verify.
3. The work resumption notice is highlighted in yellow.
4. Click the VERIFY button or press the <Enter> key on the.

CLICK CONFIRM TO VERIFY WORK RESUMPTION!					
WORK RESUMPTION					
First Name	Last Name	Transaction	Leave Type	Resume Date	Date Submitted
Sheldon	Jones	101872	Departmental/ Personal	16/01/2012	16/01/2012

CONFIRM CANCEL

5. A confirmation page is shown with the selected work resumption information and the message “CLICK CONFIRM TO VERIFY WORK RESUMPTION!”
6. Click the CONFIRM button

**From:** lrs\_apps@utech.edu.jm [mailto:lrs\_apps@utech.edu.jm]  
**Sent:** Tuesday, August 16, 2011 11:16 AM  
**To:** Seanette R. Forbes (Supervised Staff), HRD Dept, Payroll Dept  
**Cc:** Hugh A. Brown (supervisor)  
**Subject:** Work Resumption Decision Notice

Good Day,

Seanette Forbes with Employee ID 1234 returned on 16/08/2011.  
Please reinstate Seanette Forbes to payroll as at 16/08/2011.  
Verified by Hugh Brown.

7. A Work Resumption Decision Notice email is sent to the supervisee, supervisor as well as the HRD Department and Payroll Department if applicable verifying that the staff member has resumed work.
8. The page returns to the default view
9. If you are finished verifying and denying work resumptions click the CLOSE button.
10. The Main Menu Page is shown.

### 3.2 Denying Work Resumption

WORK RESUMPTION VERIFICATION								
WORK RESUMPTIONS								
Department	Section	First Name	Last Name	Transaction	Leave Type	Resume Date	Submitted	
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	099324	Departmental/ Personal	21/12/2011	21/12/2011	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	101072	Departmental/ Personal	11/01/2012	11/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	101872	Departmental/ Personal	11/01/2012	11/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	LRS24	Sick	18/01/2012	18/01/2012	Select
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	LRS25	Sick	20/01/2012	20/01/2012	Select

1. The default page view is shown as follows:
  - The Work Resumptions Table is populated with work resumption notices from staff that require supervisor verification and the first notice is selected and highlighted in yellow.
  - If there are work resumption notices that need to be verified or denied the Verify and Deny buttons are enabled otherwise these buttons are disabled.
2. Click the [Select](#) link in the Work Resumptions Table for the particular work resumption notice you wish to deny.
3. The work resumption notice is highlighted in yellow.
4. Click the DENY button.

ENTER DENIAL REASON

- Select reason for denying work resumption.
- Enter your notes.
- Click confirm to deny work resumption.

WORK RESUMPTION					
First Name	Last Name	Transaction	Leave Type	Resume Date	Date Submitted
Sheldon	Jones	101872	Departmental/ Personal	16/01/2012	16/01/2012

Denial Reason:

Notes:

- The page requests a Denial reason.
- Enter a denial reason in the Denial Reason text box.
- Click the CONFIRM button.

**From:** lrs\_apps@utech.edu.jm [mailto:lrs\_apps@utech.edu.jm]  
**Sent:** Tuesday, August 16, 2011 11:46 AM  
**To:** Seanette R. Forbes (Supervised Staff)  
**Cc:** Hugh A. Brown (Supervisor)  
**Subject:** Work Resumption Decision Notice

Good Day,

Seanette Forbes with Employee ID 1234 has been denied resumption on 06/07/2011.  
 Resumption denied by Hugh Brown.

- A Work Resumption Decision Notice email is sent to the supervised staff member and supervisor denying the work resumption notice.
- The page returns to the default view.
- If you have completed verifying and denying leave requests click the CLOSE button.
- The Main Menu Page is shown.

#### 4. Validations

Validated Data	Validation	Error Message
Work Resumption Notices	An approval or denial decision must be linked to a work resumption notice.	* There are no work resumptions for verification or denial.
Denial Reason	A reason must be provided for denying a leave request.	* A Denial Reason is required.

## Common Page Controls

### Login Status Indicator

sojones [Logout](#)

### Calendar

August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

[<< Back](#)

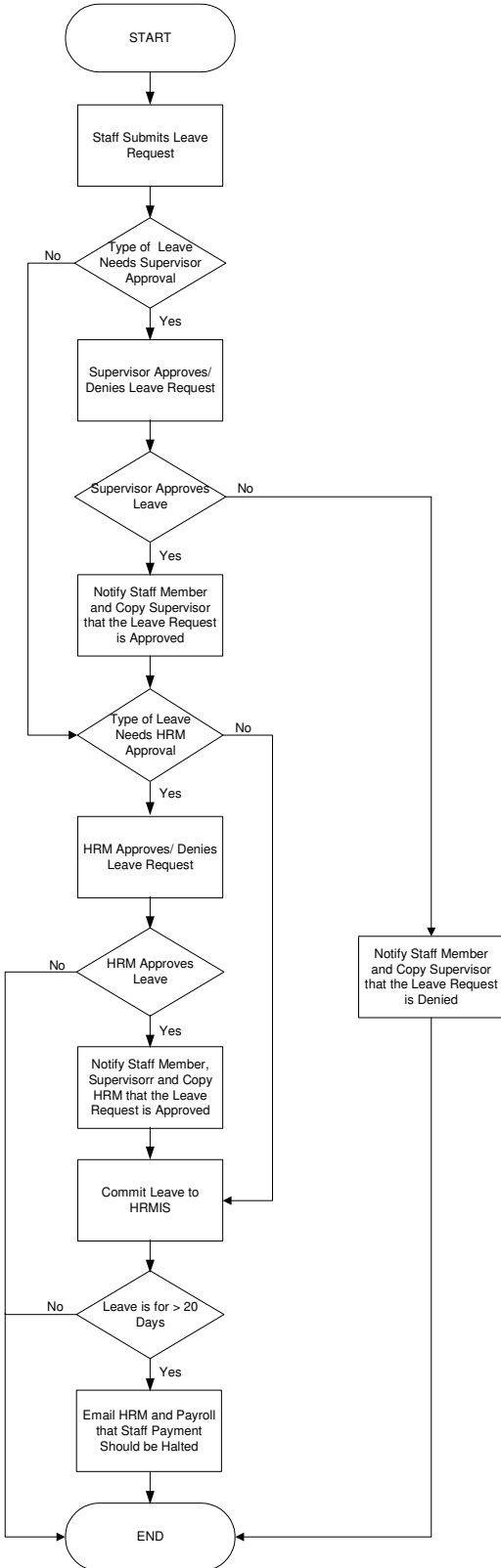
### Grid Table

Department	Section	First Name	Last Name	Start Date	End Date	Status
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	04/08/2011	04/08/2011	SUBMITTED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	10/07/2011	11/07/2011	SUPAPPROVED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	20/07/2011	20/07/2011	SUPAPPROVED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	21/06/2012	21/06/2012	SUPDENIED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	21/07/2011	21/07/2011	SUPAPPROVED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	22/07/2011	22/07/2011	SUBMITTED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	27/07/2011	27/07/2011	SUBMITTED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	28/07/2011	28/07/2011	SUBMITTED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	29/07/2011	29/07/2011	SUBMITTED
Planning & Operations Div	Technology & Info. Mgt.	Sheldon	Jones	30/05/2011	30/05/2011	HRMAPPROVED

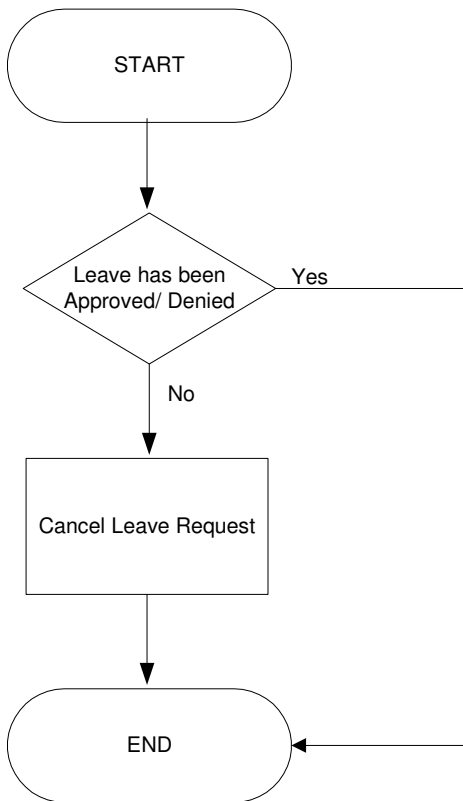
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# System Work Flow

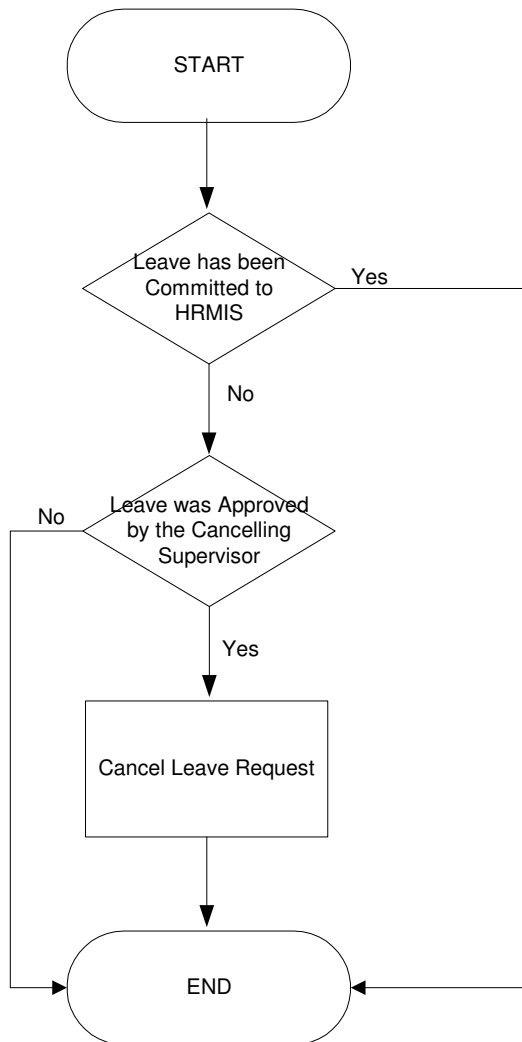
## 1. Leave Management



## 2. Leave Request Cancellation By Staff



### 3. Leave Request Cancellation By Supervisor





#### 4. Work Resumption Management

