

PUNJAB STATE WAREHOUSING CORPORATION



**How To Apply Leave / Tour ?
PSWC – Attendance Mobile App (2.0)
USER MANUAL
[Version 1.0]**

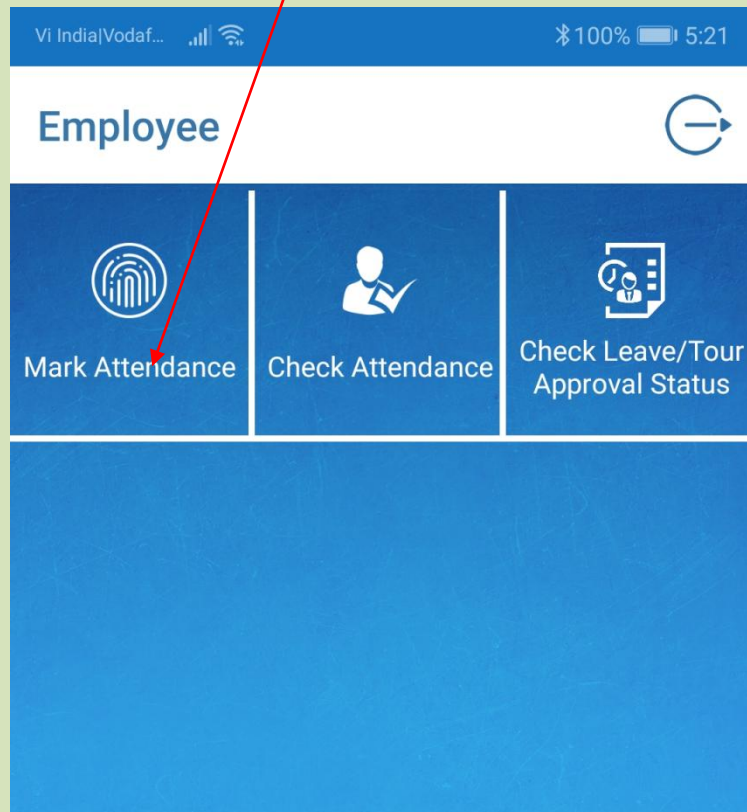
7th April, 2021

New provision has been rolled out for applying of Leave / Tour by PSWC Head Office employees and outsourced staff through PSWC Employee Attendance Mobile App.

1.0 How to Apply Leave / Tour

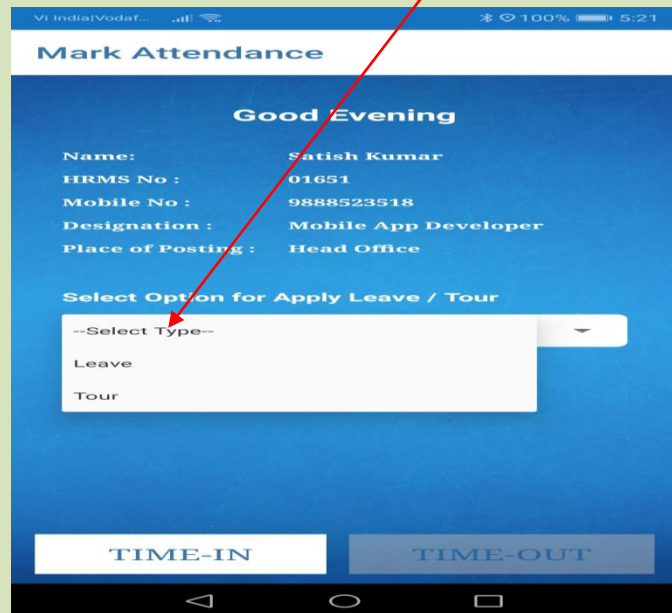
User needs to click on **Mark Attendance** option for the purpose to apply for leave or tour.

1.1 SCREEN 1



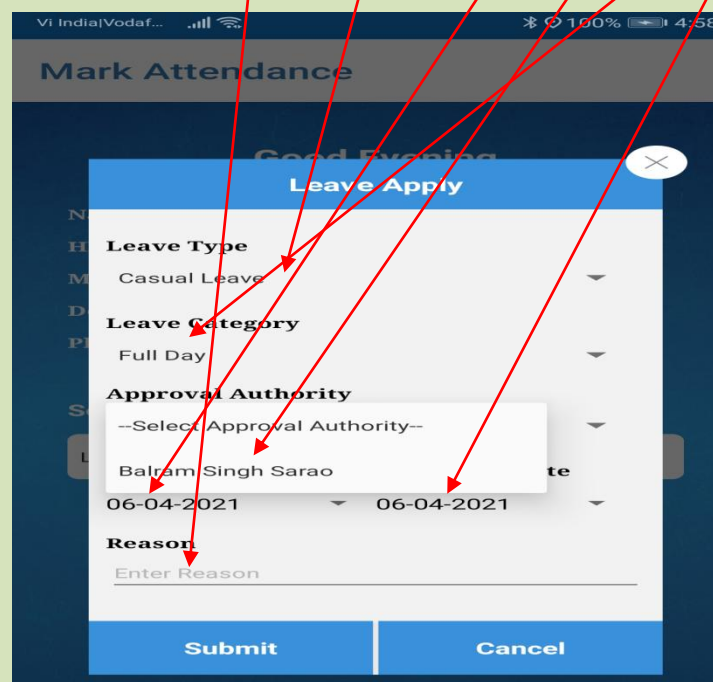
1.2 For applying Leave / Tour, user should select required option from drop down option such as Leave or Tour

SCREEN 2



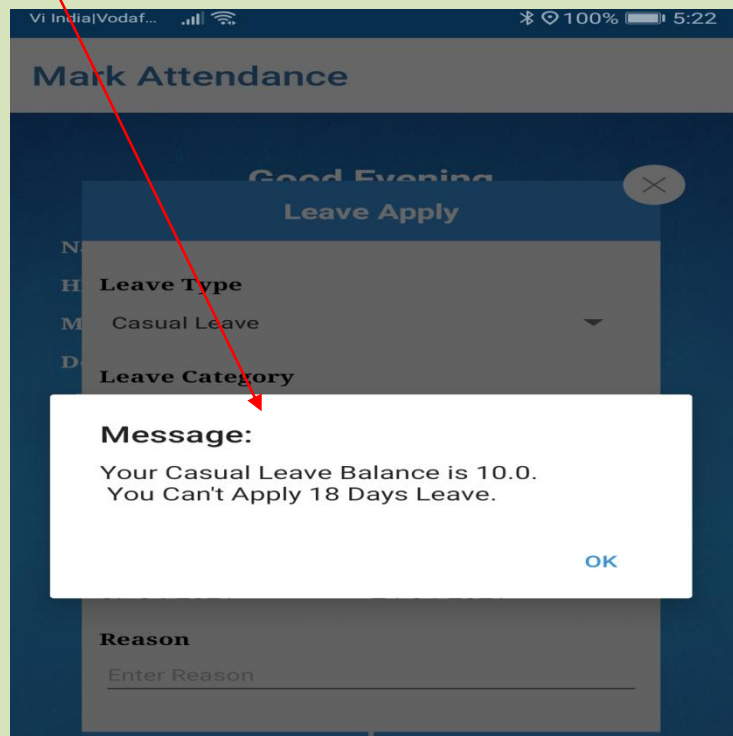
1.3 SCREEN 3

User should select type of leave from the leave type drop down. User can apply for any leave type only if the outstanding balance for the same is > 0. User should select Leave Category from the drop down list. Name of the concerned approving authority shall appear automatically in the drop down list. Choose leave start and leave end date from the calendar. User can mention the Reason for (optional).



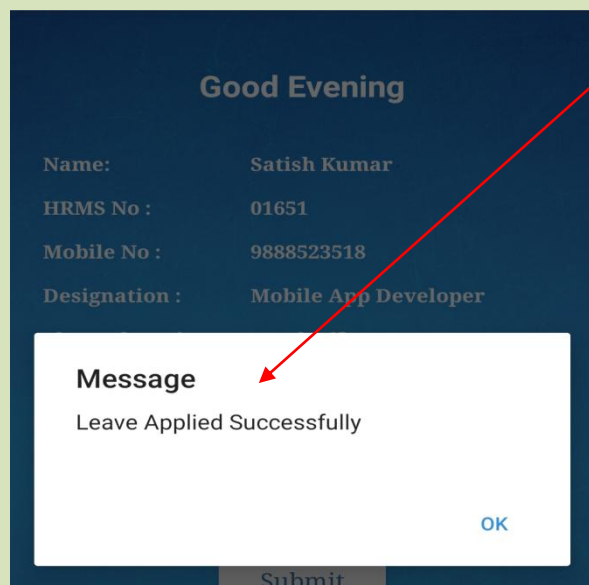
1.4 SCREEN 4

This message appears after the user clicks on submit button after applying for leave, if insufficient leave(s) are available in his/her account.



1.5 SCREEN 5

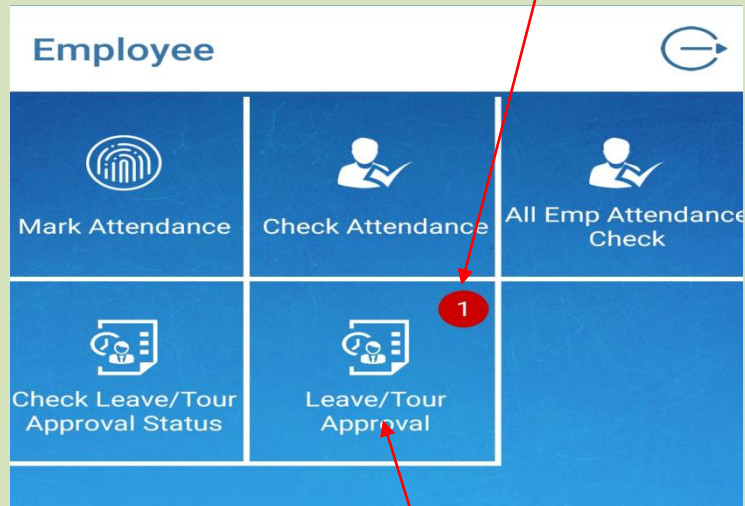
If sufficient balance leaves are available in the user account then the following message will appear, showing that the leave(s) has been successfully applied and forwarded to the concerned Competent Authority.



2.0 APPROVAL OF LEAVE / TOUR

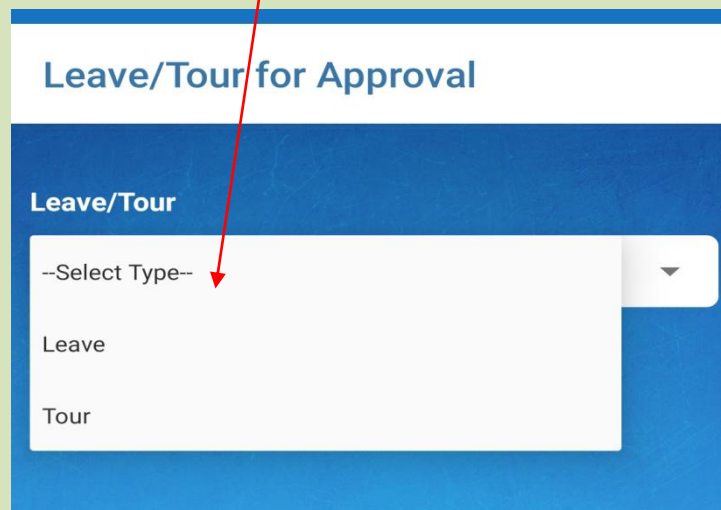
2.1 SCREEN 6

When the Approving Authority / Branch Incharge logs in on the employee attendance app, the following options will appear on the screen. This count shows the number of Leave / Tour request(s) received / pending for action.



2.2 When approving authority clicks on this option, then the following screen will appear. Approving Authority selects Leave or Tour and clicks on **Submit** button.

SCREEN 7



2.3 Approving Authority can now choose any one action out of three such as Forward Leave to next authority in case he/she is not competent to approve the leave type, Approve / Reject the leave.

SCREEN 8

Leaves

Name: Satish Kumar
Branch: COMPUTER CELL
Designation: MOBILE APP DEVELOPER
Leave Type: Casual Leave
Leave Category: Full Day
Leave From-To Date: 07-04-2021 - 07-04-2021 (1)
Reason for Leave: testing
Remarks
Enter Remarks

Forward **Approved** **Reject**

3.0 LEAVE / TOUR STATUS

User can check the status of his leave / tour approval by clicking on the **Check Leave/Tour Approval Status** option.

SCREEN 9

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Employee

Mark Attendance Check Attendance Check Leave/Tour Approval Status

3.1 SCREEN 10

The following screen will appear. User needs to choose Leave or Tour from the drop down list. By default, current month and year shall be auto selected. User clicks on **Submit** button and status for all leave(s)/Tour(s) applied in the selected month, shall appear on the next screen.

Check Leave/Tour Approval Status

Leave/Tour
--Select Type--

Select Month April

Select Year 2021

Submit

3.2 SCREEN 11

The following screen shows status of applied leave(s). User can only cancel the applied leave(s) by clicking on **Cancel Leave** button If Leave status is still pending for approval.

Leave Approval Status

Name: Satish Kumar

Leave Type: Casual Leave

Leave Category: Full Day

Leave From-To Date: 07-04-2021 - 07-04-2021 (1)

Reason for Leave: testing

Leave Status: Pending

Cancel Leave