1. Login at https://portals.au.edu.pk/leavems with authentic staff credentials as shown in Figure 1.

![Figure 1](image1.png)

2. If someone forgot the password, then he/she can reset the password by clicking on the “Forgot Password” button as shown above in Figure 1. Enter the Emp. No. which is mentioned on your Employee Card issued by AU, and then your CNIC No. without dashes, and click on the “Verify Account” as shown below in Figure 2.

![Figure 2](image2.png)
3. When you enter your authentic Emp. No. with CNIC No. the account will be verified and a message will be shown “**Account has been verified successfully! Now reset your password**” as shown below in *Figure 3*. Then enter the “**New Password**” and “**Confirm Password**”. Both the passwords must be matched. Now click on the “**Reset Password**” button.

![Figure 3](image3.png)

4. A confirmation message will be popup “**Password has been Reset**” and you will be redirected to the Login Page again as shown below in *Figure 4*. Now enter the Emp. No. with the Password which you have reset in earlier steps, and click on “**Login**” button.

![Figure 4](image4.png)
HOW THE STAFF CAN APPLY FOR LEAVE APPLICATION

5. This is a Staff Dashboard as shown below in Figure 5. All the applications of each employee/staff will be listed here in the “My Own Applications” tab along with the counter. To apply for a new application, click on the “Apply Leave” button.

![Figure 5](image)

6. After clicking on the “Apply Leave” button, a new leave application form will be opened as shown in Figure 6.

![Figure 6](image)
7. Select "Leave Type" from the Dropdown List as shown below in Figure 7.

![Figure 7](image)

8. Select Date from Calendar “From Date” and “To Date” as shown below in Figure 8.

![Figure 8](image)

9. The “No of Leave Days” and “Rejoining Date” input fields will automatically be calculated and filled out. Type a genuine reason for leave in “Reason for Leave” and press the “Submit Application” button, as shown below in Figure 9.

![Figure 9](image)
10. A successful notification message will be shown to employee/staff and an Email will be sent to the Manager of the Employee with the details of the leave application as shown below in Figure 10.

![Figure 10]

11. An email will be sent to the relevant Manager with the Link “Login Here” as shown below in Figure 11.

![Figure 11]
12. This is a Manager Dashboard as shown below in Figure 12. The application data is distributed in Four Tabs which are self-explanatory. All the “Pending Applications for Approval” are in the first Tab with an animated blinking indicator that focuses the attention of the Manager that these applications need some action.

### Leave Management System

- **Pending Applications for Approval**
- **Approved Applications**
- **Not Approved Applications**
- **My Own Applications**

#### Pending Applications

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Employee Name</th>
<th>Designation</th>
<th>Department</th>
<th>From Date</th>
<th>To Date</th>
<th>Reason for Leave</th>
<th>Rejoining Date</th>
<th>No of Leave D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Mr. Zia Ur Rahman</td>
<td>Senior Web Developer</td>
<td>Automation</td>
<td>03-Feb-2022</td>
<td>04-Feb-2022</td>
<td>I need leave for urgent Work</td>
<td>07-Feb-2022</td>
<td>2</td>
</tr>
<tr>
<td>Submitted</td>
<td>Mr. Zia Ur Rahman</td>
<td>Senior Web Developer</td>
<td>Automation</td>
<td>03-Feb-2022</td>
<td>04-Feb-2022</td>
<td>I need leave for a domestic issues</td>
<td>07-Feb-2022</td>
<td>2</td>
</tr>
<tr>
<td>Submitted</td>
<td>Mr. Zia Ur Rahman</td>
<td>Senior Web Developer</td>
<td>Automation</td>
<td>03-Feb-2022</td>
<td>03-Feb-2022</td>
<td>I need leave for my personal and domestic task</td>
<td>04-Feb-2022</td>
<td>2</td>
</tr>
</tbody>
</table>

Showing 1 to 3 of 3 entries

**Figure 12**

13. Manager will click the Application by clicking on the status button inside “Application Status” either it is “Submitted” or “Forward To” or “Send to HR” as shown below in Figure 13.

#### Pending Applications

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Employee Name</th>
<th>Designation</th>
<th>Department</th>
<th>From Date</th>
<th>To Date</th>
<th>Reason for Leave</th>
<th>Rejoining Date</th>
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</tr>
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<tbody>
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</tr>
<tr>
<td>Submitted</td>
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<td>Senior Web Developer</td>
<td>Automation</td>
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<td>03-Feb-2022</td>
<td>I need leave for my personal and domestic task</td>
<td>04-Feb-2022</td>
<td>2</td>
</tr>
</tbody>
</table>

Showing 1 to 3 of 3 entries

**Figure 13**

14. Manager will select status from “Application Status” Dropdown list and will select the appropriate status and will put some remarks accordingly and will click on “Update Application” as shown below in Figure 14.

**Figure 14**
15. The “Approved Applications” will be listed here in this tab as shown below in Figure 15.

![Figure 15](image15)

16. The “Not Approved Applications” will be listed here in this tab as shown below in Figure 16.

![Figure 16](image16)

17. The manager’s own applications are listed in the “My Own Applications” tab, and he/she can apply for his/her new application by clicking on the “Create New Application” as shown in Figure 17, and the rest of the process is the same as discussed for the staff above.

![Figure 17](image17)
MOBILE RESPONSIVE VIEW OF ONLINE LEAVE MANAGEMENT SYSTEM

User Login

User Name
Enter user name

Password
Enter password

Login

Leave Records

Casual Leaves: 0 / 16
Annual Leaves: 30
Medical Leaves: 0

Show 25 entries

Application Status

Search:

Online Leave Management System

Annual Leaves: 30
Medical Leaves: 0

Leave Type
Casual

From Date
02/02/2022

To Date
02/03/2022

No of Leave Days
2

Rejoining Date
02/04/2022, 12:00 AM

Reason for Leave

Submit Application Back to List

Pending Applications for Approval

My Own Applications

Showing 1 to 2 of 2 entries

Previous 1 Next

Status

Mr. Zia U. Rehman Senior

Status

Mr. Zia U. Rehman Senior