



✓ Challenges

✓ How Leave Management Module Helps

✓ Digital HRMS Leave Management Suite

✓ Leave Process Outline

✓ Leave Management Module Building Blocks

✓ Role-Based Access

✓ Key Features

✓ Our Select Clientele

✓ Industries

✓ Mobile App

✓ About Us

CHALLENGES

Challenges Faced by Enterprises in Leave Management.

Streamlining leave applications by employees

Maintaining manual approval through the hierarchy

Lack of transparency on leave plans

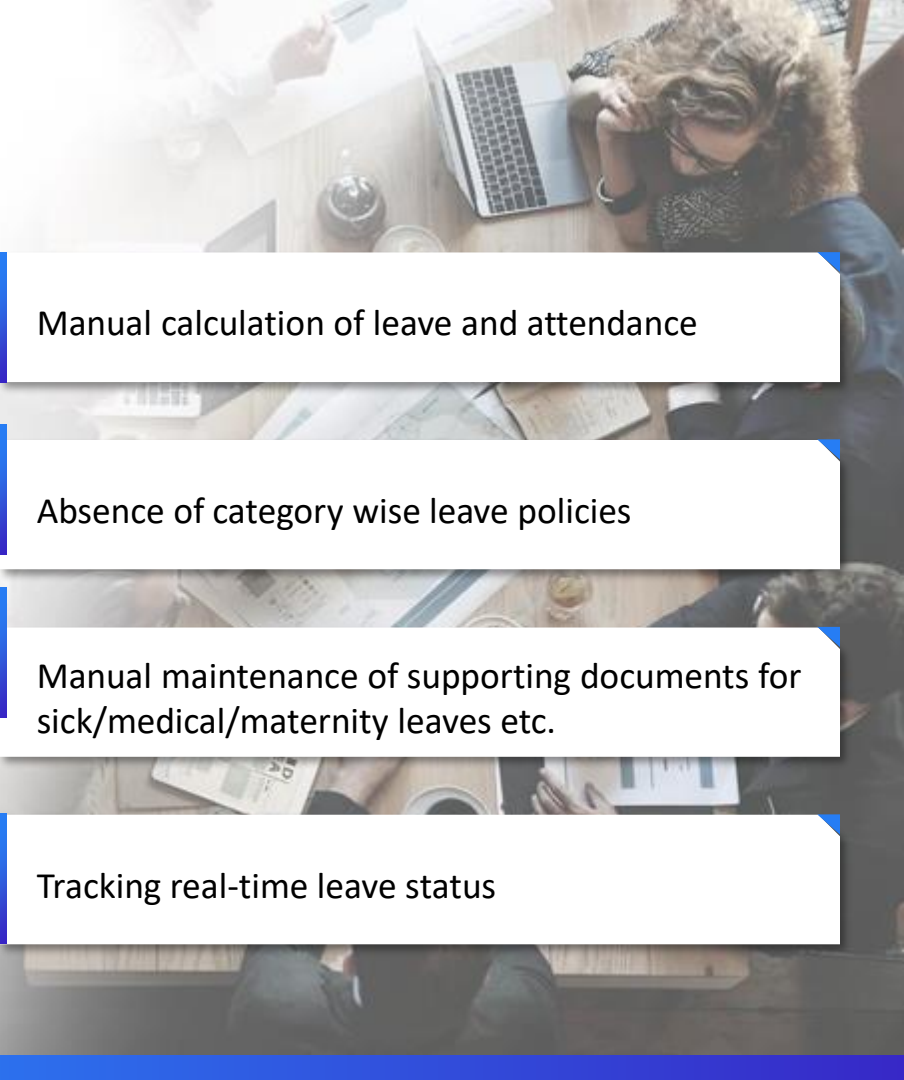
While the employee is on leave, difficulties obtaining information regarding the work assigned

Manual calculation of leave and attendance

Absence of category wise leave policies

Manual maintenance of supporting documents for sick/medical/maternity leaves etc.

Tracking real-time leave status



HOW LEAVE MANAGEMENT PLATFORM HELPS

Enterprises today need an automated Leave Management platform to streamline the organization.

- Manage employee leaves efficiently with an automated system.
- Easy access to apply for leave from anywhere, anytime.
- Automatic setups for different types of leaves as per location, gender etc.
- Leave are automatically managed.
- Easy leave application by manager on behalf of the team member.
- Re-assign leaves to another approver in case of current manager's non-availability.
- Quick generation of graphical reports for appropriate decision taking.
- Timely reminders & notification for unapplied leaves, or pending approvals.

DIGITAL HRMS LEAVE MANAGEMENT SUITE



Leave & Attendance

+



My Details

+



Employee Management & Pre-Onboarding

+



Reports & Analytics

+



Admin Configuration

Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.



Survey



Self Service



Asset Mapping



Training



Timeport



Policy



Violations & Occurrence



Recruitment



Performance Assessment



Resource Allocation



Separation



Travel



Conference Room Booking



Expense & Reimbursements



User Manual

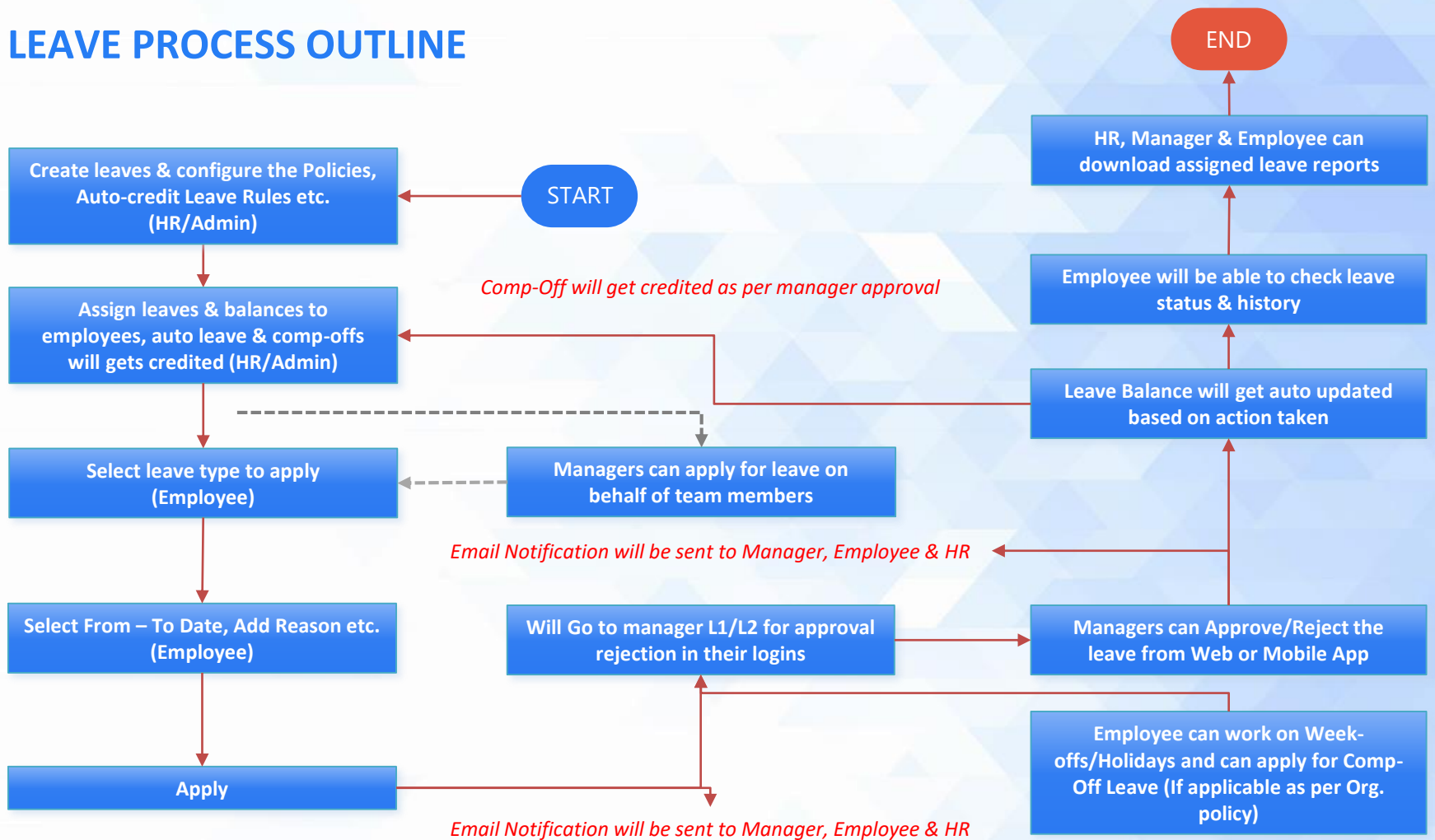


Mobile App



Payroll

LEAVE PROCESS OUTLINE



LEAVE MANAGEMENT MODULE BUILDING BLOCKS



Leave Management
Module

Leave Requests

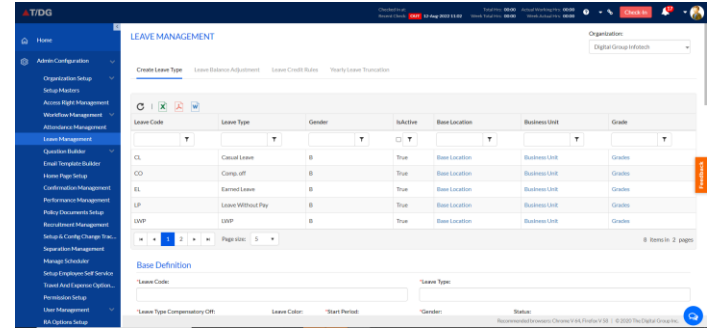
Email Template
Builder

Leave Approval or
Rejections

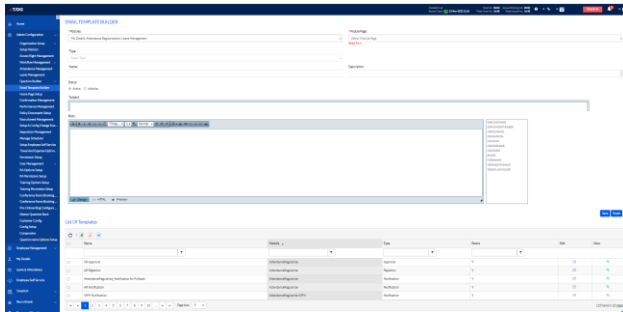
Report
Builder

Leave Management (Admin/HR)

- Create Leave Type
- Leave Balance Adjustment
- Leave Credit Rules
- Leave Truncation



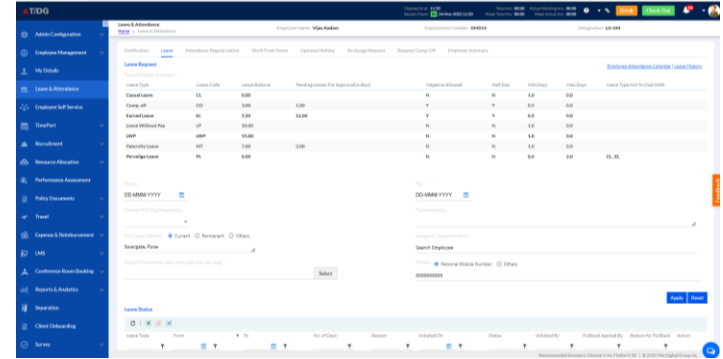
Email Template Builder



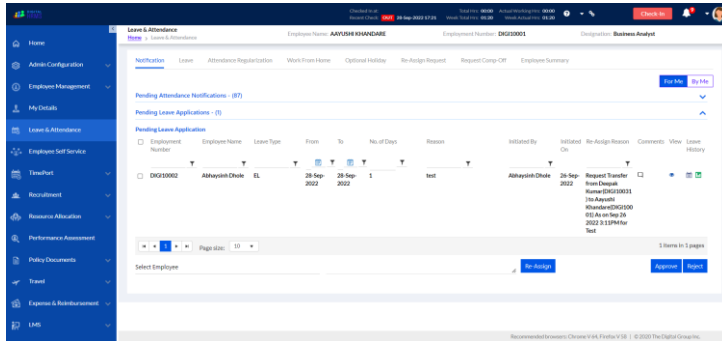
- Configure Email Notification Template with required subject and body to notify on leave request, approvals & status
- Select The Activate/Inactive Buttons Of The Notification/Reminder Status
- Manage the Notification List

Leave Application (Employee View)

- Select leave to be applied
- Select from – to date (can select half day also)
- Mention reason for leave
- Attach supporting documents (if any) & Apply
- Mention “Assigned / Passed work to” and “contact no”
- Check leave history & status in “Leave Status” section



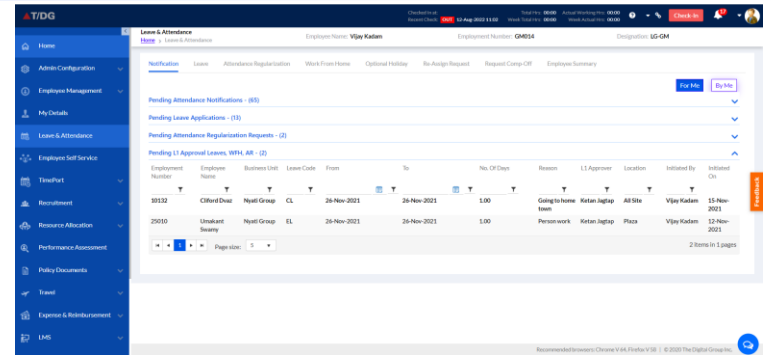
Leave Approval/Rejection (Manager View)



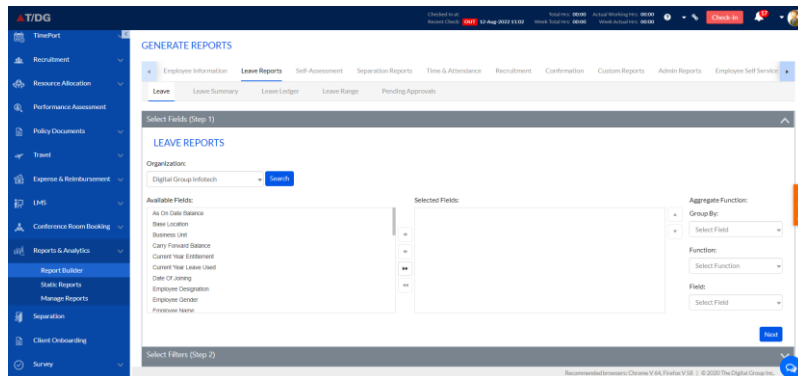
- Pending leaves can be checked for action in “Notification Bell”
- Manager will get email notification for leave application from team
- Manager can check “Leave History Graph” for quick decision
- Manager can take action from “Web” & “Mobile App”
- Manager can bulk Approve/Reject the leaves
- Manager can apply leaves on behalf of team

HR Intervention for Quick Move (HR View)

- HR will get notified with leave application for all employees in CC
- HR can take a look of leaves application pending for action
- HR can re-assign leave application to other approver
- HR can create the leave reports as needed & assign them to employee & manager as static report



Leave Management – Report Generation (Report Builder)



- Pick and choose fields for leave reports
- Create & manage your own reports
- Assign static reports to employees & managers
- View & analyse reports as and when required
- Export reports in excel, pdf & word format

ROLE BASED ACCESS

Leave Management Module has Multiple Roles – Employee, Manager & HR Admin

Employee



- Apply for leave.
- Get notified with an email notification.
- Check leave status & history.
- View updated leave balances.
- Download attendance report for self.

Manager



- Get notified of leave requests raised. by employees through email and bell icon.
- Approve/Reject leaves from web or mobile app.
- Quick view and download of Leave reports for decision making.
- Apply leave on behalf of team members.

HR/Admin



- Create & Configure leave policies.
- Assigned leave type & balances to employees.
- Get notified for leave requests of employees.
- Re-assign leave request to another manager if required.
- Create & assign leave reports to employees & manager as static report.

KEY FEATURES

Customizing the leave policy specifically as per the company.

Smart links with an automated approval process for easy access.

Each update/action notified via email notifications.

Availability of necessary supplementary documentation for quick review and approval.

Auto leaves credit arrangement with automatic notifications.

Effortless management of various leave types depending on gender, location, BU, etc.

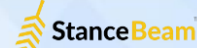
With the mobile app, you may access anything anytime, anywhere.

Quick understanding and decision-making using graphical reports.

Instant HR analysis of leave details.

Customized leave reports.

OUR SELECT CLIENTELE



OUR SELECT CLIENTELE



MULTIPLE INDUSTRIES. ONE HR SOLUTION



HEALTH CARE



IT / ITES



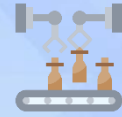
AUTOMOBILE



EDUCATION



REAL ESTATE



MANUFACTURING



RECRUITMENT
AGENCY



CONSULTANCY
FIRM



MEDIA &
PUBLISHING



FACILITY
MANAGEMENT



DEALERS &
DISTRIBUTORS



BANKING & FINANCIAL
SERVICES



HOSPITALITY



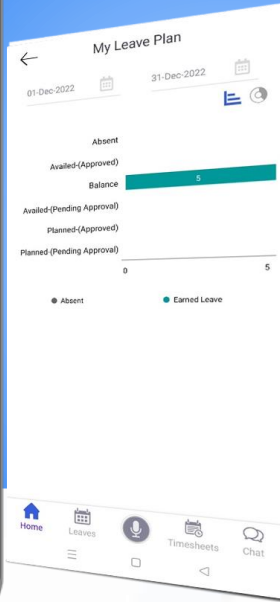
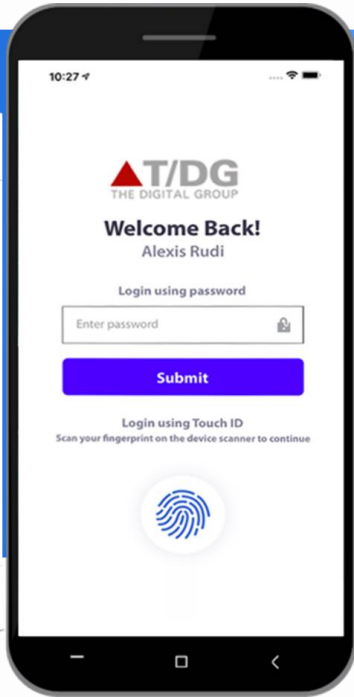
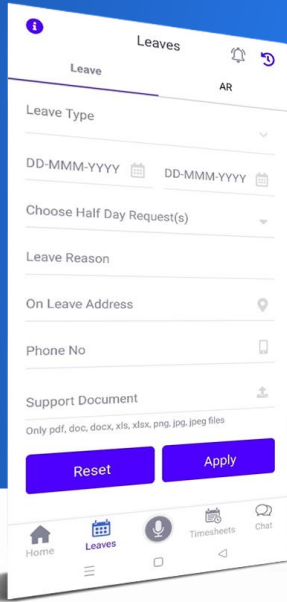
UTILITIES



PHARMA

And many more other industries to which we cater HRMS as a solution.

ACCESS LEAVE MANAGEMENT ON THE GO



Discover Digital HRMS App on Google Play & App Store with advanced features for mobile users.



ABOUT US

Digital HRMS is an one-stop solution for all HR needs. It is a modular customizable HR software platform, developed by T/DG, that empowers your workforce, simplifies your operations and drives your business goals. For more information, visit www.digitalhrms.com

The Digital Group (T/DG) is a MNC and leading provider of a broad range of Information Technology services having software products across domains like HR, enterprise search, automation testing, telehealth, and more. It was incorporated in 1999 and Head-Quartered at Princeton, US. T/DG is a CMMI 5 level company with 1000+ employees and has IT Service Projects & Products as major business. For more information, visit www.thedigitalgroup.com

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