Leave Management Information System

LMIS

HRM MANUAL

Version	1.1
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Table of Contents

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

USER DETAILS

1. Enter your first name in the **First Name** textbox.
2. Enter your last name in the **Last Name** textbox.
3. Enter an External ID as follows:
   - Select the external id from the **External ID** list.
   - Enter the identification number in the **External ID** text box.
4. Enter your birth day as (dd/mm/yyyy) in the **Birth Day** text box.
5. Click the **OK** button.

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

[OK]

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: [   ]
Last Name: [   ]
External ID: Tax Registration Number ▼
[   ]
Birth Day (dd/mm/yyyy): [   ]

[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 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 National Insurance Scheme number must be in the format A999999.	* National Insurance Scheme number must start with a letter followed by all numeric characters.
External ID/ Birthday	The External ID and Birthday information must match the values entered in HRD department main Staff database. The staff member must not already be tied to another username.	* Staff credentials can not be verified or staff user already exists.
Birthday	Birthday is required.	* Birth Day is required.

Main Menu Page – HRM Menu
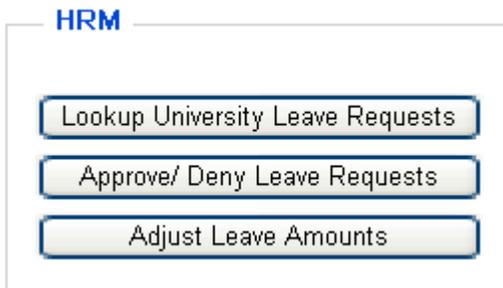
1. Overview

The Main Menu Page is the application's navigation page.
This page allows access to all HRM functions via the HRM Menu.
The HRM Menu is a group of menu buttons grouped under the HRM subheading.
The HRM functions available are:
- Lookup University Leave Requests – Searches for Leave Requests of university staff.
- Approve/Deny Leave Requests – Approves/ Denies the Leave Requests of university staff.
- Adjust Leave Amounts – Adjusts Leave Balances of university staff.

2. Getting to the HRM Menu

The HRM Menu is shown only to users that have been granted the HRM role by the LMIS administrator.
Only members of the HRD department that need to use the HRM features of LMIS will be granted the HRM role as directed by the benefits division of the HRD department.

The HRM Menu may be accessed in one of the following ways:
- From the Login Page (see Login Page section) after a HRM 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 not logging in for the first time the Main Menu Page with the HRM Menu is shown.

- From any other LMIS page after clicking the CLOSE button if the HRM user 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

1. Overview

The Staff Leave Search Page searches for Leave Requests from all university staff. 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 – HRM Menu section).
2. Click on the Lookup University Leave Requests menu button from the HRM Menu.
3. The Staff Leave Search Page is shown.

3. User Instructions

1. The default page view is shown as follows:

- A list of the university's staff is populated and the first person selected in the Employees list box.
- "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 university staff member 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 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.
3. 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.
4. 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.
5. Select a department from the Department drop down list. This specifies that the Staff Leave Table should only show Leave of staff that belong to the same department selected.
6. 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.
7. Click the SEARCH button or press the <Enter> key on the keyboard.

8. The Staff Leave Table is filtered according to the filter values selected.
9. Click on the page number link at the bottom of the Staff Leave Table to navigate to each page of the table.
10. Click on the name of any column in the Staff Leave Table to sort the table by that column
11. Click the CLOSE button.

4. Validations

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

Leave Request Decision Page

<table>
<tr><td colspan="11" align="center">LEAVE REQUEST DECISION</td></tr>
<tr><td colspan="11">Check Scheduled Leave: [...]</td></tr>
<tr><td colspan="11" align="center">REQUESTED LEAVE</td></tr>
<tr>
<th>Department</th>
<th>Section</th>
<th>First Name</th>
<th>Last Name</th>
<th>Leave Type</th>
<th>Transaction</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Submitted</th>
<th></th>
</tr>
<tr>
<td>Planning & Operations Div</td>
<td>Technology & Info. Mgt.</td>
<td>Sheldon</td>
<td>Jones</td>
<td>Sick</td>
<td>LRS33</td>
<td>25/01/2012</td>
<td>25/01/2012</td>
<td>1</td>
<td>18/01/2012</td>
<td>Select</td>
</tr>
</table>

[APPROVE] [DENY] [CLOSE]

1. Overview

   The Leave Request Decision Page displays and either approves or denies the leave requests of university staff that needs HRM approval. 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.

2. Getting to the Page

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

4.

3. User Instructions

3.1 Checking 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

1. The default page view is shown as follows:
   - The Requested Leave Table is populated with leave requests from staff that require HRM approval after being given 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

CONFIRM   CANCEL

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

From: lrs_apps@utech.edu.jm [mailto:lrs_apps@utech.edu.jm]
Sent: Wednesday, August 17, 2011 11:27 AM
To: Seanette R. Forbes (Supervised Staff), HRM Dept
Cc: Hugh A. Brown (Supervisor)
Subject: Leave Decision Notice - HRM

Good Day

Seanette Forbes with ID 6086 has been approved for 1 days Vacation leave by Antoinette Rockhead - Reid , HRM.
The leave will start on 15/08/2011 and end on 15/08/2011.

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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

1. The default page view is shown as follows:
   2. The Requested Leave Table is populated with leave requests from staff that require HRM approval after being given supervisor approval and the first request is selected and highlighted in yellow.
   3. If there are leave requests that need to be approved or denied the Approve and Deny buttons are enabled otherwise these buttons are disabled.

4. Click the Select link in the Requested Leave Table for the particular leave request you wish to deny.
5. The leave request is highlighted in yellow.
6. Click the DENY button.

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

10. 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.
11. The page returns to the default view
12. If you have completed approving and denying leave requests click the CLOSE button.
13. 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.

Leave Adjustment Page

1. Overview

The Leave Adjustment Page is used to make adjustments to leave balances. The page allows the HRM user to select a specific employee and leave type to adjust. The page sends out email notifications to the employee informing them that an adjustment has been made to their leave balance.

2. Getting to the Page

1. Navigate to the Main Menu Page (see Main Menu Page – HRM Menu section).
2. Click on the Adjust Leave Amounts menu button from the HRM Menu.
3. The Leave Adjustment Page is shown.

3. User Instructions

1. The default page view is shown as follows:
   - The Select Employee Table is populated with university staff members and the first staff member is selected and highlighted in yellow.
   - "No Selection" is shown in the Gender drop down box
   - "No Selection" is shown in the Department drop down box.
   - "No Selection" is shown in the Section drop down box.
   - The Next button is enabled.

2. Enter filter values as follows:
   - Enter any part of the Employee ID of the particular staff member you wish to select.
   - Enter any part of the Last Name of the particular staff member you wish to select.
   - Enter any part of the First Name of the particular staff member you wish to select.
   - Select the Gender of the particular staff member you wish to select.
   - Select the Department of the particular staff member you wish to select.
   - Select the Section of the particular staff member you wish to select.

3. Click the SEARCH button to filter the Select Employee table by the filter values.
4. Click a Select link at the right most column of the Select Employee Table to select a staff member to adjust leave balances.
5. The staff member record is highlighted in yellow.
6. Click the Next button.

LEAVE ADJUSTMENT

ENTER ADJUSTMENT DETAILS

Employee: 27365 - Jones , Sheldon   Dept: Planning & Operations Div   Hired: 18/04/2011   Years of Service: 1

Leave Type: Vacation

Balance as At: 30/01/2012 [...] [Get Balance]   Days

VACATION LEAVE SUMMARY

Annual Entitlement	YTD Entitlement	Carried Foward	YTD Submitted/ Approved	YTD Adjustments	Balance
21	1	0	1	7	7

Total Days: [0]   Non Paid Days: [0]

Notes: [   ]

[<< BACK]   [SAVE]   [CLOSE]

7. The Enter Adjustment Details View is shown.
8. The selected staff member's employee ID, Name, Department, Date of Hire and Years of Service are shown.
9. Select the leave type to adjust from the Leave Type drop down box.
10. Leave Type summary information is updated to show the current summary amounts for the selected leave type.
11. Check the leave balance as at a particular date (optional) by doing the following:
    - Enter a future date dd/mm/yyyy format in the Start Date textbox or click the Calendar button and choose a date from the calendar.
    - Click the Get Balance button.
    - The balance of the selected leave type as at the specified date is calculated and displayed in days.

12. Select the type of adjustment you wish to make from the Apply to drop down box.
13. Enter the number of Paid Days being adjusted.
14. Enter the number of Non Paid Days being adjusted.
15. Enter Adjustment Notes.
16. Click the Save button or press the <Enter> key on the keyboard.

LEAVE ADJUSTMENT

CLICK CONFIRM TO SAVE LEAVE ADJUSTMENT!

LEAVE ADJUSTMENT				
Staff Member	**Leave Type**	**Adjustment Type**	**Total Days**	**Non Paid Days**
27365 - - Jones , Sheldon	Vacation	General Adjustment	1	0

CONFIRM   CANCEL

17. A confirmation page is shown with the entered adjustment information and the message "CLICK CONFRIM TO APPROVE LEAVE ADJUSTMENT!"
18. Click the CONFIRM button

From: lrs_apps@utech.edu.jm [mailto:lrs_apps@utech.edu.jm]
Sent: Thursday, August 18, 2011 9:59 AM
To: Sheldon O. Jones (Staff)
Cc: (HRD Dept), Antoinette Rockhead – Reid (HRM User)
Subject: Leave Adjustment Notice

Good Day

General Adjustment of 1 paid days and 0 non paid days has been applied to the Sick Leave of Sheldon Jones with ID 27365 by Antoinette Rockhead – Reid, HRD.

19. A Leave Adjustment Notice email is sent to the staff member who's leave has been adjusted, his/ her supervisor and HRM staff responsible for leave administration explaining the details of the leave adjustment.
20. The default page view is shown.
21. If you have completed adjusting leave amounts click the CLOSE button.
22. The Main Menu Page is shown.

4. Validations

Validated Data	Validation	Error Message
Paid Days	A Paid Days value is required.	* Paid Days is required.
	Paid Days must not be negative for an Entitlement Adjustment.	* Paid Days must be 0 or more for Entitlement Adjustment.
	Paid Days must be negative for a Lost Leave Adjustment.	* Paid Days must be 0 or less for Lost Leave Adjustment.
	Paid Days must be a whole number.	* Paid Days must be a whole number.
Paid Days, Non Paid Days	An adjustment must be 1 or more days.	* Paid Days and Non Pay Days must not both be 0.
Non Paid Days	A Non Paid Days value is required.	* Non Paid Days is required.
	Non Paid Days must not be negative for an Entitlement Adjustment.	* Non Paid Days must be 0 or more for Entitlement Adjustment.
	Non Paid Days must be negative for a Lost Leave Adjustment.	* Non Paid Days must be 0 or less for Lost Leave Adjustment.
	Non Paid Days must be a whole number.	* Non Paid Days must be a whole number.
Leave Adjustment	An adjustment must relate to an employee.	* A staff member must be selected before an leave adjustment may be submitted.
	Negative adjustments must not exceed the leave balance available.	* The number of days requested exceeds available balance as at Start Date.
	Negative paid day adjustments should not exceed the maximum paid days allowed for the selected a leave type.	* Total adjusted Paid Days exceed the maximum <MaxPayDayAllowance> days allowed for <LeaveType> leave.
	Negative non paid day adjustments should not exceed the maximum non paid days allowed for the selected a leave type.	* Total adjusted Non Paid Days exceed the maximum <MaxNonPaidDaysAllowance> days allowed for <LeaveType> leave.
	Adjustment Notes are required.	* Adjustment Notes are required.
Start Date	The start date used to check leave balances must be in the future.	* Start Date cannot be in the past.

<u>Common Page Controls</u>

Login Status Indicator

sojones Logout

Calendar

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

1 2

System Work Flow

1. Leave Management

```
                    ┌───────────────┐
                    │     START     │
                    └───────┬───────┘
                            │
                    ┌───────────────┐
                    │ Staff Submits │
                    │ Leave Request │
                    └───────┬───────┘
                            │
   No              ◇ Type of Leave ◇
◄──────────────────  Needs Supervisor
                       Approval
                            │ Yes
                    ┌───────────────┐
                    │ Supervisor    │
                    │ Approves/     │
                    │ Denies Leave  │
                    │ Request       │
                    └───────┬───────┘
                            │
              ◇ Supervisor Approves ◇   No
                    Leave         ──────────►
                            │ Yes
                    ┌───────────────┐
                    │ Notify Staff  │
                    │ Member and    │
                    │ Copy Super-   │
                    │ visor that    │
                    │ Leave Request │
                    │ is Approved   │
                    └───────┬───────┘
                            │
              ◇ Type of Leave ◇   No
                  Needs HRM    ──────────►
                  Approval
                            │ Yes
                    ┌───────────────┐
                    │ HRM Approves/ │
                    │ Denies Leave  │
                    │ Request       │
                    └───────┬───────┘
                            │
   No           ◇ HRM Approves ◇
◄───────────────   Leave
                            │ Yes
                    ┌───────────────┐
                    │ Notify Staff  │
                    │ Member,       │
                    │ Supervisor    │
                    │ and Copy HRM  │
                    │ that Leave    │
                    │ Request is    │
                    │ Approved      │
                    └───────┬───────┘
                            │
                    ┌───────────────┐
                    │ Commit Leave  │
                    │ to HRMIS      │
                    └───────┬───────┘
                            │
   No           ◇ Leave is for ◇
◄───────────────  > 20 Days
                            │ Yes
                    ┌───────────────┐
                    │ Email HRM and │
                    │ Payroll that  │
                    │ Staff Payment │
                    │ Should be     │
                    │ Halted        │
                    └───────┬───────┘
                            │
                    ┌───────────────┐
                    │      END      │
                    └───────────────┘
```

Notify Staff Member and Copy Supervisor that the Leave Request is Denied

2. Leave Request Cancellation By Staff

```
          ╭──────────────╮
          │    START      │
          ╰──────┬───────╯
                 │
                 ▼
              ╱╲
            ╱    ╲
          ╱ Leave  ╲    Yes
        ◁ has been    ▷──────────┐
          ╲ Approved/ ╱          │
            ╲ Denied ╱           │
              ╲  ╱               │
               │                 │
               │ No              │
               ▼                 │
        ┌──────────────┐         │
        │              │         │
        │ Cancel Leave  │        │
        │  Request      │        │
        └──────┬───────┘         │
               │                 │
               ▼                 │
          ╭──────────────╮       │
          │    END        │◄─────┘
          ╰──────────────╯
```

3. Leave Request Cancellation By Supervisor

```
                    ┌─────────────────┐
                    │      START      │
                    └────────┬────────┘
                             │
                             ▼
                        ╱─────────╲
                   ╱ Leave has been ╲      Yes
                  ╱   Committed to    ╲──────────────┐
                  ╲      HRMIS        ╱              │
                    ╲───────┬───────╱                │
                            │ No                     │
                            ▼                         │
                       ╱─────────╲                   │
          No     ╱ Leave was Approved ╲              │
        ┌───────╱   by the Cancelling   ╲            │
        │       ╲      Supervisor       ╱            │
        │         ╲───────┬───────╱                  │
        │                 │ Yes                      │
        │                 ▼                          │
        │       ┌─────────────────────┐              │
        │       │ Cancel Leave Request │             │
        │       └──────────┬──────────┘              │
        │                  │                         │
        │                  ▼                         │
        │       ┌─────────────────┐                  │
        └──────▶│       END       │◀─────────────────┘
                └─────────────────┘
```
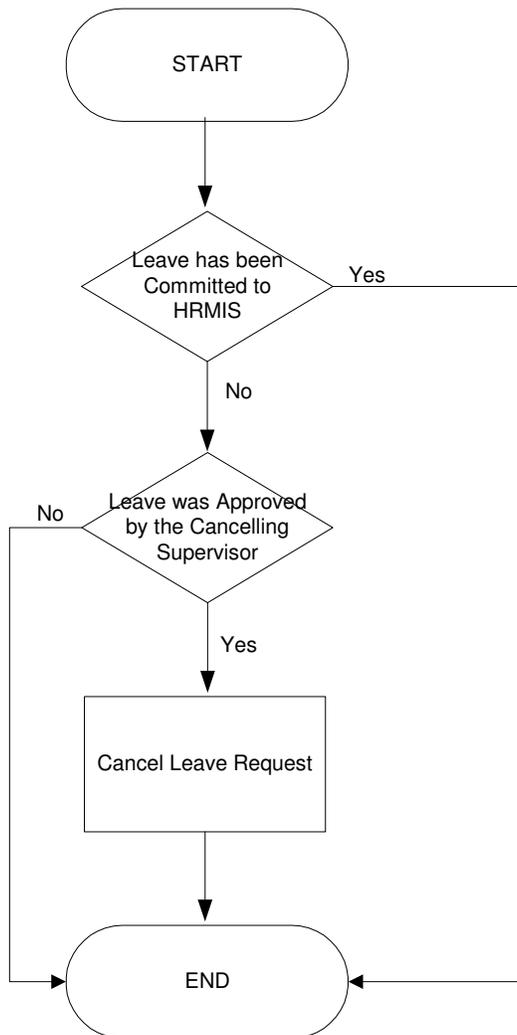
4. Work Resumption Management

```
                    ┌─────────────┐
                   (    START     )
                    └─────────────┘
                           │
                           ▼
                  ┌──────────────────┐
                  │ Staff Submits Work│
                  │ Resumption Notice │
                  └──────────────────┘
                           │
                           ▼
                  ┌──────────────────┐
                  │ Supervisor Verifies/│
                  │ Denies Work       │
                  │ Resumption        │
                  └──────────────────┘
                           │
                           ▼
                  ╱─────────────────╲
                 ╱ Supervisor Verified ╲      No
                 ╲ Work Resumption     ╱────────────────┐
                  ╲   Notice          ╱                 │
                   ╲─────────────────╱                  │
                           │ Yes                        │
                           ▼                            │
                  ┌──────────────────┐                  │
                  │ Email Staff, Supervisor│            │
                  │ and HRM Work      │                 │
                  │ Resumption Verification│             │
                  └──────────────────┘                  │
                           │                            ▼
                           ▼                  ┌──────────────────┐
         No       ╱─────────────────╲         │ Email Staff and   │
    ┌─────────────╲ Resumption is for╱        │ Supervisor Work   │
    │             ╱ Leave > 20 Days  ╲        │ Resumption Denial │
    │             ╲─────────────────╱         └──────────────────┘
    │                      │ Yes                        │
    │                      ▼                            │
    │             ┌──────────────────┐                  │
    │             │ Email HRM and Payroll│              │
    │             │ that Staff Payment │                │
    │             │ Should be Resumed  │                │
    │             └──────────────────┘                  │
    │                      │ Yes                        │
    │                      ▼                            │
    │              ┌─────────────┐                      │
    └─────────────▶(    END       )◀────────────────────┘
                   └─────────────┘
```