Leave Management Information System

LMIS

EMPLOYEE MANUAL
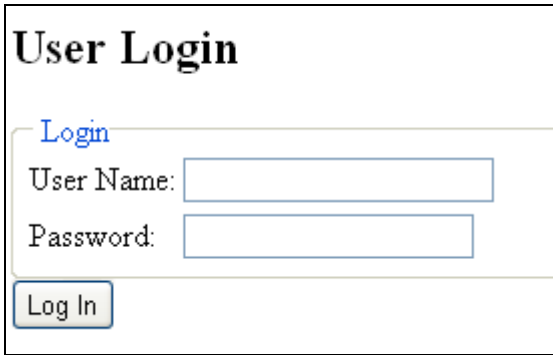
Version	1.1
Author	Sheldon Jones
Created	January 30, 2012

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

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

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 – Staff Menu
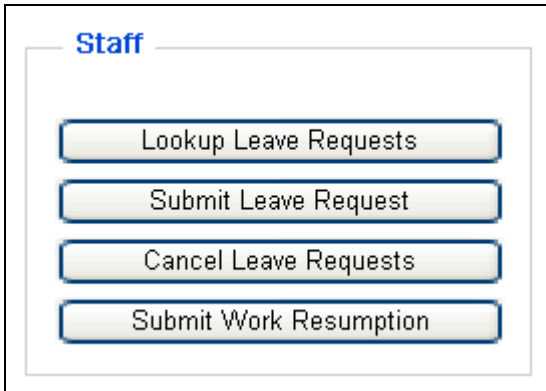
1. ## Overview

The Main Menu Page is the application's navigation page.
This page allows access to all staff functions via the Staff Menu.
The Staff Menu is a group of menu buttons grouped under the Staff subheading.
The current functions available for staff members are:
  - Lookup Leave Requests – Searches for Leave Requests of the currently logged in staff member.
  - Submit Leave Request – Submits new Leave Requests for the currently logged in staff member.
  - Cancel Leave Requests – Deletes Leave Requests that have not yet been approved/ denied by a supervisor.
  - Submit Work Resumption - Submits Work Resumption Notice for the currently logged in staff member.

2. ## Getting to the Staff Menu

The Staff Menu is shown only for staff members that have been recorded in the HRD Department's main staff database (HRM2001) and have successfully logged into LMIS after verifying their staff status.

The page is shown in one of the following conditions:
  - 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 not logging in for the first time the Main Menu page is shown with the Staff Menu.

  - If the user is logging in for the first time the Staff Menu will be shown from the User Details Page after the user has entered all the required information and clicks the OK button or presses the <Enter> key on the keyboard and there are no error messages generated.

  - From any other LMIS page after clicking the CLOSE button.

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

Employee: 27365 - Jones, Sheldon   Dept: Planning & Operations Div   Section: Technology & Info. Mgt.

STAFF LEAVE

Start Date	End Date	Days	Leave Type	Status
25/01/2012	25/01/2012	1	Sick	Submitted

Leave Type: ** All **
Leave Status: ** All **
Start Date: 20/01/2012 ...   End Date: 31/01/2012 ...

SEARCH   CLOSE

1. Overview

The Staff Leave Search Page searches for submitted Leave Requests from the currently logged in staff member. The page accepts the Start Date, End Date and Leave Status values to filter the Staff Leave table. The Staff Leave table may also be paged and sorted.

2. Getting to the Page

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

3. <u>User Instructions</u>

1. The default page view is shown as follows:

Employee: 27365 - Jones, Sheldon   Dept: Planning & Operations Div   Section: Technology & Info. Mgt.

Leave Status: ** All **   Leave Type: Vacation

Start Date: 11/08/2011   ...   End Date: 31/08/2011   ...

  - Staff ID, Name Department and Section is shown at the top of the screen.
  - The default Leave Status (All) is selected in the Leave Status drop down box.
  - The default Leave Type (All) is selected in the Leave Type drop down box.
  - The default Start Date (current date) is entered in the Start Date textbox.
  - The default End Date (current month's end date) is entered in the End Date textbox.

2. 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 Requests that end on or after the Start Date specified.
3. 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 Requests that start on or before the End Date specified.
4. Select a Leave Type value from the Leave Type drop down list. This specifies that the Staff Leave table should only show Leave Requests that have the same leave type value specified.
5. Select a Leave Status value from the Leave Status drop down list. This specifies that the Staff Leave table should only show Leave Requests that have the same status value specified.
6. Click the SEARCH button or press the <Enter> key on the keyboard.
7. The Staff Leave table is filtered according to the filters.
8. Click on the page number link at the bottom of the Staff Leave table to move to each page of the table.
9. Click on the column headings of the Staff Leave table to sort by that column.
10. Click the CLOSE button.
11. The page returns to the page prior to navigating to the Staff Leave Search Page (Main Menu Page or the Leave Request Submission Page).

4. <u>Validations</u>

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 Submission Page

1. Overview

The Leave Request Submission Page submits and saves new leave requests from the currently logged in staff member. The page accepts the Leave Type, Start Date, End Date and Support Documents like sick certificates that are used to create the Leave Request. The page sends out email notifications to the currently logged in staff member and their immediate supervisor if applicable. If the leave request needs to be approved by the immediate supervisor the request will be made available for supervisor approval.

2. Getting to the Page

1. Navigate to the Main Menu Page (see Main Menu Page – Staff Menu section).
2. Click on the Submit Leave Requests menu button from the Staff Menu.
3. The Leave Request Submission Page is shown.

3. User Instructions

1. The default page view is shown as follows:

Employee: 27365 - Jones , Sheldon Dept: POD	Leave Type: Vacation ▾

Start Date: 08/08/2011 [...]	End Date: 20/01/2012

- Staff ID, Name and Department is shown.
- The default Leave Type (Vacation) is selected in the Leave Type drop down box.
- The default Start Date (today's date) is entered in the Start Date textbox.
- The default End Date (tomorrow's date) is entered in the End Date textbox.

2. Search for your submitted leave requests (optional) by completing the following steps:

Check Scheduled Leave: [...]

a. Click the Check Scheduled Leave button.
b. The Staff Leave Search Page is shown (see Staff Leave Search Page section).
c. Filter the search list as required.
d. Click the CLOSE button.
e. The Leave Request Submission Page is shown.

Leave Type: Vacation ▾

3. Select the Leave Type from the Leave Type drop down box.

		VACATION LEAVE SUMMARY			
Annual Entitlement	YTD Entitlement	Carried Foward	YTD Submitted/ Approved	YTD Adjustments	Balance
21	1	15	1	2	17

4. The current balances for the selected Leave Type is shown in the Leave Summary table.

5. If the selected Leave Type allows for support documents then the Support Document area of the form is enabled and the Document Type List is populated with the relevant document types.

6. Enter your Leave Start Date in dd/mm/yyyy format in the Start Date textbox or click the start date calendar button and select a date from the calendar.

7. Enter your End Date in dd/mm/yyyy format in the End Date textbox or click the end date calendar button and select a date from the calendar.

8. Click the Validate button.

9. If the leave data entered is not valid error messages will be shown at the top of the page in red, otherwise the following items will be calculated and shown:
   • Leave Balance as at Start Date
   • Leave Days Taken

10. If the Support Document Area is enabled you may perform the following tasks:
   - Check the Paper Document Submitted checkbox if you are providing a support document on a paper to your supervisor and/or the HRD department.
   - Click the Browse button of the Support Document File Upload control and attach the support document (max. size 4MB of type .doc, .docx, .txt, .pdf, .bmp or .jpeg).
   - Select the Document Type from the Document Type drop down list.
   - Enter any notes about the document in the Notes text area.

SUBMIT

11. Click the Submit button or press the <Enter> key on the keyboard.

LEAVE REQUEST SUBMISSION

CLICK CONFIRM TO SUBMIT LEAVE REQUEST!

LEAVE REQUEST				
Leave Type	Start Date	End Date	Days	Support Document
Sick	20/01/2012	20/01/2012	1	No Document Found

CONFIRM   CANCEL

12. The page shows a table with your request and the confirmation message "CLICK CONFIRM TO SUBMIT LEAVE REQUEST!".
13. Click the CONFIRM button.
14. The page returns to the Main Menu.

4. Validations

Validated Data	Validation	Error Message
Leave Days	The number of days leave requested must not exceed the available balance as at the leave start date.	* The number of days requested exceeds available balance as at Start Date.
Leave Type	Leave which is only granted to a particular gender (like Maternity leave) can only be submitted if the Staff is of that gender.	* You must be <RequiredGender> to request <ChosenLeaveType> leave.
	Vacation and Departmental/ Personal Leave cannot run consecutively.	* <LeaveType1> and <LeaveType2> cannot run consecutively.
	Study Leave can only be requested after all vacation leave has been exhausted.	* <LeaveType1> can only be requested after all <LeaveType2> has been exhausted.
	Departmental and Sick Leave may only be taken in the current year.	<ChosenLeaveType> Leave start date must be in the current year.
		<ChosenLeaveType> Leave end date must be in the current year.
	Only Sick and Departmental leave may be requested for a date in the past using LMIS.	<ChosenLeaveType> Leave end date cannot be in the past.
		<ChosenLeaveType> Leave end date cannot be in the past.
	The minimum leave notice days for the specified requested leave type is required.	<ChosenLeaveType> leave may be requested no less than <MinLeaveNotice> days in advance.
	The maximum leave notice days for the specified requested leave type is required.	<ChosenLeaveType> leave may be requested no more than <MaxLeaveNotice> days in advance.
	Leave days requested must not exceed the maximum days allowed for the requested leave type.	* Total leave days exceed the maximum <LeaveDaysAllowed> days allowed <ChosenLeaveType> leave.
	Only 3 paid instances of maternity leave is allowed to staff.	* <LeaveDaysAllowed> leave exceeding <MaxPaidLeaveInstances> instances must be entered by the Human Resources department.

Validations - Continued

Validated Data	Validation	Error Message
Days of Service	The staff member must have worked the prerequisite number of days required before being granted the chosen leave type.	* You must have worked the required <RequiredServiceDays> days to request <ChosenLeaveType> leave.
Total Requested Leave Days	The number of days requested must not exceed the maximum number of days allowed for the chosen leave type.	* Total leave days exceed the maximum <MaxDaysAllowed> days allowed for <ChosenLeaveType> leave.
	The number of days requested must not exceed the maximum number of consecutive days allowed for the chosen leave type.	* Total leave days exceed the maximum <MaxConsecDays> consecutive days allowed for <ChosenLeaveType> leave.
Leave Days	Previously requested leave days must not conflict with the leave days now being requested.	* The leave request period conflicts with previous leave requests you submitted.
Leave Start Date	Leave Start Date must be a working day for the chosen leave type.	* Start Date is not a work day for <ChosenLeaveType> leave.
	Leave Start Date must not be prior staff hire.	* <ChosenLeaveType> Leave start date cannot be before the date of hire <StaffHireDate>
Leave End Date	Leave End Date must be a working day for the chosen leave type.	* End Date is not a work day for<ChosenLeaveType> leave.
	Leave End Date must not be prior staff hire.	* <ChosenLeaveType> Leave end date cannot be before the date of hire <StaffHireDate>.
Support Document Attachment	When attaching a supporting document a file must exist at the location entered.	* Invalid file path entered.
	Consecutive sick leave exceeding 3 days requires a supporting sick leave certificate.	* <ChosenLeaveType> leave of <SupportDocumentNeededAfterDays> or more days requires a corresponding support document.
		* Consecutive <ChosenLeaveType> leave total days equal to or exceeding <SupportDocumentNeededAfterDays> days require a corresponding support document.
	Support Document Attachment must not be larger than 4MB.	* Attached document must be smaller than 4096 KB.
	Support Document Attachment must be of type MS Word, PDF, Text, JPeg or Bit Map.	* Attached Document must be one of the following types (MS Word, PDF, Text, GIF, JPeg, Bit Map).
	Support Document Attachment must be closed while attaching.	* The document must not be open when attaching.
	Error uploading file.	* File Upload Error - Only files 4MB or less allowed.

Delete Submitted Leave Requests Page

1. ## Overview

   The Delete Submitted Leave Request Page is used to cancel submitted leave requests from the currently logged in staff member that have not yet been approved or denied by a supervisor. The page sends out email notifications to the currently logged in staff member and their immediate supervisor if applicable indicating that the leave request has been cancelled.

2. ## Getting to the Page

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

3. Underline User Instructions

DELETE SUBMITTED LEAVE REQUESTS

Employee: 27365 - Jones, Sheldon   Dept: Planning & Operations Div

Check Scheduled Leave: [...]

SUBMITTED LEAVE

Leave Type	Transaction	Start Date	End Date	Days	Submitted	
Departmental/ Personal	LRS31	18/01/2012	18/01/2012	1	17/01/2012	Select
Sick	LRS33	25/01/2012	25/01/2012	1	18/01/2012	Select

[DELETE REQUEST]   [CLOSE]

1. Click the Select hyper link in the Submitted Leave table for the particular submitted 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

Leave Type	Transaction	Start Date	End Date	Days	Submitted
Departmental/ Personal	LRS31	18/01/2012	18/01/2012	1	17/01/2012

Reason for Delete: [Blackout Leave Period ▼]

Notes: [   ]

[CONFIRM]   [CANCEL]

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 Page

WORK RESUMPTION

Employee: 27365 - Jones, Sheldon   Dept: Planning & Operations Div

APPROVED LEAVE

Transaction	Leave Type	Start Date	End Date	Days	
LRS23	Vacation	21/12/2011	21/12/2011	1	Select
LRS25	Sick	11/01/2012	11/01/2012	1	Select
LRS29	Departmental/ Personal	16/01/2012	16/01/2012	1	Select
LRS28	Vacation	12/01/2012	12/01/2012	1	Select
LRS30	Sick	17/01/2012	17/01/2012	1	Select

Resumption Date: 20/01/2012   [...]

[SUBMIT]   [CLOSE]

1. Overview

The Work Resumption Page is used to verify the date on which a staff member resumed work after a particular approved leave was taken. All types of leave require a work resumption. The Work Resumption Page submits and saves work resumption notices from the currently logged in staff member. The page accepts the Resumption Date used to create the Work Resumption Notice. The page sends out email notifications to the currently logged in staff member and their immediate supervisor if applicable. Work resumptions are then made available for supervisor verification.

2. Getting to the Page

4. Navigate to the Main Menu Page (see Main Menu Page – Staff Menu section).
5. Click on the Submit Work Resumption menu button from the Staff Menu.
6. The Work Resumption Page is shown.

3. User Instructions

11. The default page view is shown as follows:

Employee: 27365 - Jones, Sheldon   Dept: Planning & Operations Div

APPROVED LEAVE

Transaction	Leave Type	Start Date	End Date	Days	
LRS23	Vacation	21/12/2011	21/12/2011	1	Select
LRS25	Sick	11/01/2012	11/01/2012	1	Select
LRS29	Departmental/ Personal	16/01/2012	16/01/2012	1	Select
LRS28	Vacation	12/01/2012	12/01/2012	1	Select
LRS30	Sick	17/01/2012	17/01/2012	1	Select

Resumption Date: 11/08/2011   ...

- Staff ID, Name and Department is shown.
- The Approved Leave table shows all approved leave that require work resumption.
- The default Resumption Date (today's date) is entered in the Resumption Date textbox.
12. Click the Select hyper link for the particular approved leave from which you are resuming.
13. The chosen leave is selected and highlighted in yellow.
14. Enter the Resumption Date in the dd/mm/yyyy format or click the Resumption Date Calendar button and choose a date.
15. Click the Submit button or press the <Enter> key on the keyboard.

CLICK CONFIRM TO SUBMIT!

WORK RESUMPTION

Transaction	Leave Type	Start Date	End Date	Days	Resumption Date
LRS25	Sick	11/01/2012	11/01/2012	1	20/01/2012

CONFIRM   CANCEL

16. The page shows a table with the resumption date entered and the confirmation message "CLICK CONFIRM TO SUBMIT!" is shown.
17. Click the CONFIRM button.
18. The page default view is shown.
19. If you have completed submitting work resumptions click the CLOSE button.
20. The Main Menu Page is shown.

4. Validations

Validated Data	Validation	Error Message
Approved Leave	A work resumption notice must be linked to an approved leave request.	* There is no approved leave for resumption.
Work Resumption Date	A work resumption date must not be in the future.	* Resumption Date is in the future.
	A work resumption date must not be earlier than related leave end date.	* Resumption Date is earlier than End Date of related leave transaction.
	A work resumption date must be a work day based on the leave taken.	* Resumption Date is not a work day for the specified type of leave.

Common Page Controls

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 Supervisor
                    │ that the 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,
                    │ Supervisorr and Copy
                    │ HRM that the 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 has been Approved/ Denied — Yes

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          │◀─────────────┘
        └──────────────────┘
```
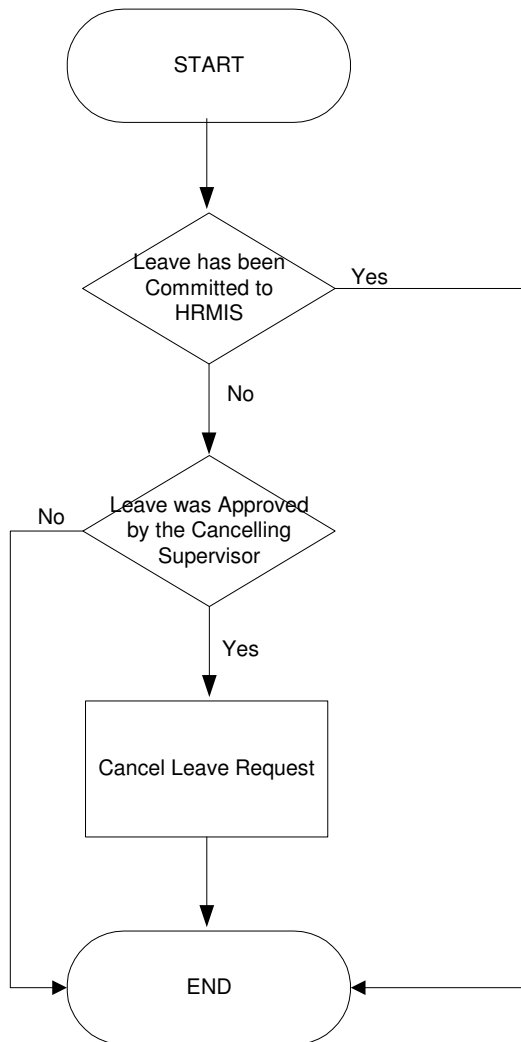
4. Work Resumption Management

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