DUTY LEAVE

USER DOCUMENTATION

Table of Contents

Sl No	Topic	Page No

DUTY LEAVE REQUESTS

1. Login to VidyaERP.

2. Go to 'Academics' Menu on the top.

3. Go to 'My Duty Leave Requests' under the 'Duty Leave' Menu and then click on "Create" button.

4. Enter 'From Date', 'To Date' and 'Reason for Duty Leave'.

5. If you want to apply for perticular hours of the day mentioned, untick the 'Full hours' field and delete the unwanted hours.

6. To add attachments click on 'Add an item' link under the 'Attachments' tab.

Note :

While uploading files regarding duty leave, please ensure that file size is less than 100kb. It could be a text file, word document, or PDF file etc. Without attachments you cannot submit the duty leave requests.

7. Submit the request.

You can keep track of the status of your duty leave request.

The status are as follows−

Draft   : The request for duty leave is in draft status and yet to be submitted.

Submitted   : The duty leave request is submitted to your GT.

Forwarded   : The duty leave request is forwarded to HoD by your GT.

Approved   : The duty leave request approved by HoD and duty leave credited to the concerned courses.

Rejected   : The duty leave request is rejected by your higher authorities.

To Cancel   : The duty leave request cancellation initiated by you and yet to be Cancelled.

Cancelled   : The duty leave request is approved.

Expired   : The duty leave request is expired after closing date.

DUTY LEAVE REQUESTS-OTHERS

You can view the duty leaves applied by faculties on behalf of you in 'Duty Leave Requests − Others' Menu.

Vidya ERP

DUTY LEAVE STATUS

1. Login to VidyaERP.

2. Go to 'Academics' Menu on the top.

3. Go to 'My Duty Leave Status' under the 'Duty Leave' Menu .

4. Click on 'Get Status' button.

Thank You