



IACS Oracle up gradation – Leave

User Manual

Version: 1.0

ORACLE®

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Leave Module

Login the oracle EBS as per given login details:

Users have to take following steps in order to login in to Oracle EBS System.

- Enter URL <http://ebsprodapp.iacs.res.in:8035> to go to login screen.
- Enter user name.
- Enter password.

Click on login button

For Casual leave, Earn leave and Medical leave, we need to add 3 types of plan leave element as per eligible employee (but now these elements are automatically attached for regular payroll and fixed and consolidated payroll)

Element Plan leave name:

1. IACS Casual Leave Plan-8/yr
2. IACS Earned Leave Plan-15(Jan-Jun) & 15(Jul-Dec).Max 300 + 15
3. IACS Medical Plan-10(Jan-Jun) & 10(Jul-Dec).
4. IACS Restricted Holiday -2 (Jan-Dec)

Leave adjustment for particular leave, there have 3 types of adjustment element:

1. IACS Casual Leave Adj
2. IACS Earned Leave Adj
3. IACS Medical Adj
4. IACS Restricted Holiday Adj

How to check Leave balance:

Navigator: Fast path>Accruals>date track>Put name/code

The screenshot displays the 'IACS Casual Leave Plan' accruals interface. At the top, the 'Name' field is set to 'IACS Casual Leave Plan' and the 'Accrual Category' is 'Balances'. Below this, the 'Dates' section shows 'Entitlement Calculation' from '01-JAN-2024' to '31-DEC-2024' and 'Last Accrual' as '31-DEC-2024'. The 'Net Entitlement' is displayed as '7.5'. The 'Entitlement Details' section contains a table with the following data:

Element Name	Input Value Name	Total Entitlements	Units	Effect On Net
IACS Casual Leave Plan	Accrual Plan	8	Days	Add
IACS Casual Leave Plan Carried	Plan Days	0	Days	Add
IACS Casual Leave	Days	.5	Days	Subtract
IACS Casual Leave Adj	Adj Days	0	Days	Add

How to check date wise absence details:

Navigator: Fast path> Absence > date track>Put name/code>F11 (for searching)>Ctrl F11>Check absence data (only approved leave showing in this form)

Absence Detail(Arup Kumar Saha)

Type: **Casual Leave** Category: **Personal Leave**

Reason: Further Information: Occurrence: **43**

Notified Date: **22-NOV-2023** Time: End Date: **23-NOV-2023** Time: **Calculate Duration**

Projected Start: Actual Start: **23-NOV-2023** End: **23-NOV-2023** Duration: **1** Days Hours

Authorized by: Replaced by: Number: Number:

Balance Information

Associated Element: **IACS Casual Leave**

Running Total: **45**

In Current Year: **.5** Hours Days No Balance []

Accruals **Cnfirm Projected Dates**

How to re-entry/delete date wise absence details:

Navigators: Fast path> Absence > date track>Put name/code>F11 (for searching)>Ctrl F11>Check absence data (only approved leave showing in this form)>new (+)>put type, reason, further information, actual start date, end date>save

Navigators: Fast path> Absence > date track>Put name/code>F11 (for searching)>Ctrl F11>Check absence data (only approved leave showing in this form)>Delete

The screenshot shows a software interface for managing leave. At the top, there's a title bar with the user's name 'Arup Kumar Saha'. Below it, the form is titled 'Absence Detail'. It has several input fields: 'Type' is set to 'Casual Leave', 'Category' is 'Personal Leave', and 'Occurrence' is '43'. There are 'Save' and 'Delete' buttons at the top. The 'Date' field is '22-NOV-2023'. Below that, 'Projected Start' and 'End' are both '23-NOV-2023'. The 'Duration' is '1'. There are also fields for 'Authorized by' and 'Replaced by'. At the bottom, there's a 'Balance Information' section showing 'Associated Element' as 'IACS Casual Leave', 'Running Total' as '45', and 'In Current Year' as '5'. There are also buttons for 'Accruals' and 'Confirm Projected Dates'.

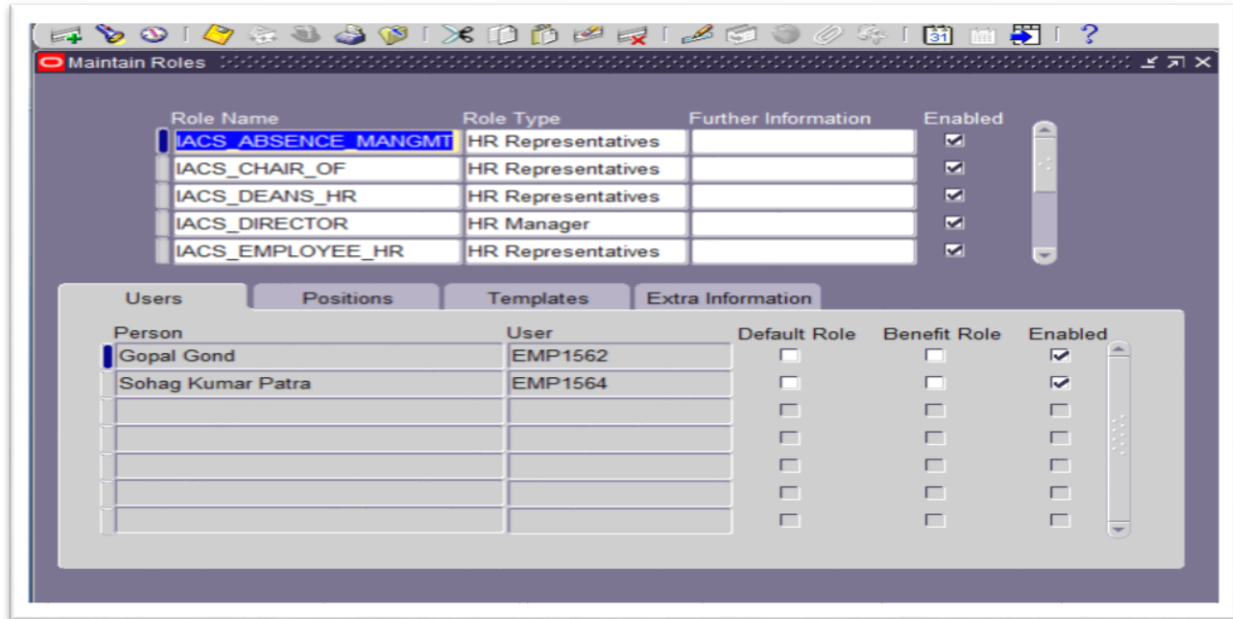
Leave Approval Path:

Leave apply from respective self login:

1. Director>DOFA
2. Prof. Indra Dasgupta (DOFA)>School Chairs>DIRECTOR
3. For Academic Employee>Supervisor>Leave section>DOFA>DIRECTOR
4. For Non- Academic Employee>Supervisor> Leave section>REGISTRAR
5. CSIR(machine)employee>Machine name> Supervisor> Leave section>REGISTRAR

For different leave path, we need to know some extra process:

Navigator: Transaction Maintenance>Roles>Put name as per required leave path



Oracle self portal details:

How to apply leave from self login:

Navigator: Login self portal>IACS Employee self service>Leave and Absence>create absence>select absence type>select start date and end date>calculate duration>next>submit

How to check leave balance from self login:

Navigator: Login self portal>IACS Employee self service>Leave and Absence>Entitlement Balances>show accrual Balances

How to check employee monthly leave detail from self login:

Navigator: Login self portal>IACS Employee self service>Monthly Leave Details>select period>GO

How to check leave Report for Employee and Student Self Portal:

Navigator: Login self portal>IACS Employee self service>IACS Report for employee and Student Self Portal>Select Month>Select Department>GO

-----**END**-----