

Servicenow based Advanced and Robust Leave Management System

CMAK Zeelan Basha, Tahaseen Rabab, Y.Sravanthi, Y.Anila

Abstract: Leave Management is an interface that makes it easier for faculty / staff to apply for leave at universities or organizations. The application allows the registered user to log in and the new user is allowed to register. The application makes it convenient for the user applying for leave. In today's time, we need to wait for higher authorities to sanction leave. To order to reduce the period that we use this form, the status of approval or denial of leave will be notified immediately by e-mail. This application also provides the flexibility to delegate our duties to the other Staff on the date of leave.

Keywords : Sanction, Higher authorities, E-mail, Delegate our duties.

I. INTRODUCTION

Leave Management is a cloud-based application which is developed through Servicenow platform. ServiceNow is a service-based software platform offering operational management services, such as IT service management, to the IT operations of large corporations, including the delivery of help desk features. Build active ServiceNow applications that improve responsiveness, efficiency and user experience.

The application that has been created has an automatic process of applying leave and notified by e-mail about leave status. First, to access the application registered user must login and the new user must sign up with basic details such as first name, last name and e-mail. The user will go to the home page after signing in. [1]The home page includes Request for leave and my approvals. The 'Leave For' field in the form will be automatically represented by the username, so that only the user signed in will be allowed to apply leave. The layout of the form depends on the choice of the client in the respective fields, such as the number of days and the number of adjustments in a day. My approvals represents the status of the leave, approved or rejected or waiting for approval, to the logged in user only, in the homepage.

II. EXISTING SYSTEM

In the existing system, the application requires the use of programming languages such as HTML and JavaScript for the application form. [2] It is a time-consuming procedure to accept leave from higher authorities and also increases manual work. [3] Adjustments to other workers and after being accepted by the adjusted employee only, applied leave status will be transferred to higher authorities which are not available in the existing system

III. PROPOSED SYSTEM

The main objective of the proposed system is to simplify the existing system. Provides security to the maintenance of the database and reduces manual work. The proposed system has the flexibility to adapt the job to the other employee and may also request leave for a specific period of time and can adapt the job to the other employee.

Colleges and organizations that approve this request. This software is efficient and saves time and costs to the user

IV. MODULE DESCRIPTION

A. Login/Signup

In this section, you must first sign up for every user who wants to access the program, then send the request to the administrator. If the authorized user receives his credentials with a randomly generated password in his registered address, the user must sign in to the random password and reset his password later. If the administrator refuses the petition, the client has no access to the file. This is achieved through a plugin for app registration

B. Homepage

Homepage includes application for leave and My approvals modules in the user interface. user may choose any of the options that are required. Users can access their own profile where they can edit profile images, email IDs, phone numbers and preferences Upon completion of the task, the user can log out of the application. This is done by using the stock theme on the service portal page. Using the stock theme, the status bar will appear at the top of the application to allow the user to navigate to the homepage from any page in the application

C. Apply for leave

The apply for leave navigates to application form after clicking on that choice. Form contains sections, fields and hides fields according to the option chosen.

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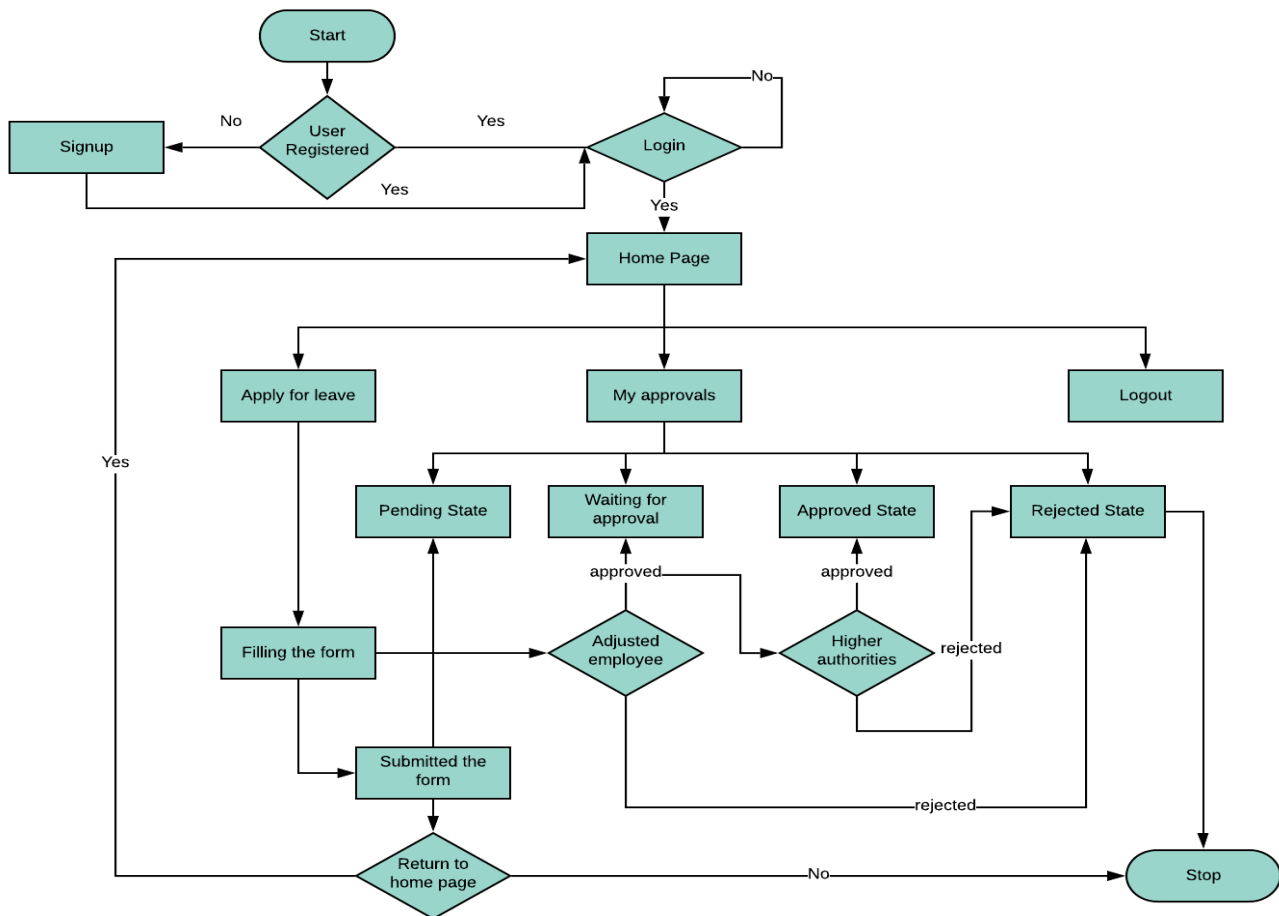
In our application we planned three adjustments per day. If any user chooses one-day leave option, then 'Adjustment Number' field appears in the form so that the user is able to apply leave for specific period of time in a day. After the number of adjustments selected by the user 'Adjust to' field appears as a reference field and the user may adjust to the other worker in the list of the company. Sections will also be presented in the form itself with the timing fields in the form to request leave in the correct timings. [4] This display and covering of fields will be achieved by the UI behavior and the Server scripts framework which will make it easier to create applications using the ServiceNow platform. Adjusted workers will be informed by e-mail after submitting the user's application form for leave. [6][7] If the adjusted employee accepts the request of the user, the user shall be notified by e-mail that the adjusted employee has granted leave. After approval by the adjusted employee only, the request for leave shall be forwarded to the higher authorities for the final approval of the leave. [8] Here, the higher authorities shall also be notified by e-mail that the user has applied for leave and is waiting for approval. Once the leave has been approved by the higher authorities, the client will be informed by e-mail that the leave has been approved. This method using the

workflow principle makes it versatile by always being notified by e-mail

D. My Approvals

My approvals indicate the status of the leave after submitting the leave form. [9] It is present on the homepage itself. It shows the status of waiting for approval, pending leave, agreed leave, denied leave. [10] Waiting for approval information will be shown as soon as the client submits the leave request. Status of the leave will be issued in the pending state once the adjusted worker has approved the leave. [5] The status of the leave shall be granted to the authorized State after the application has been accepted by the higher authorities. The status of the leave shall be denied once the request has been refused by the adjusted employee. If the adjusted employee refuses the request of the user, the request of the user shall not be transferred to the higher authorities. The request will get rejected once the adjusted employee rejects the request.

E. Flow Diagram



V. RESULTS

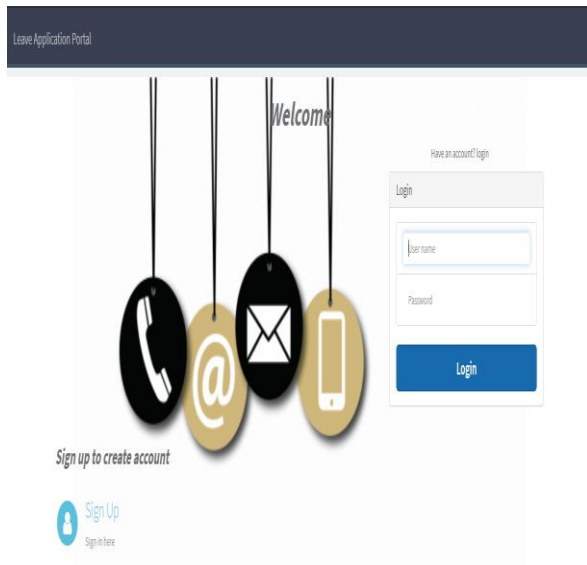


Fig.1 Login/Sign Up Page

This module discusses how users can use their credentials to access the application or how users can register to access the application

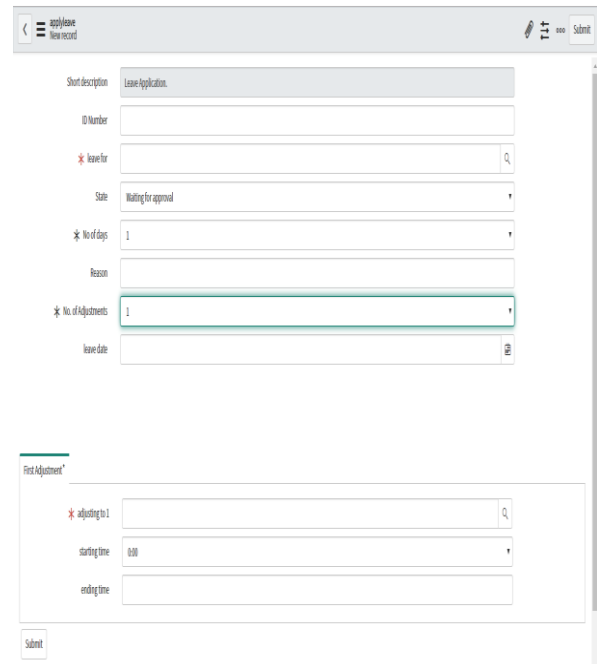


Fig.3 Leave Application Form

The form type depends upon the filling fields and process done according to fields filled.



Fig.2 Home Page

The homepage module consists of two domains Apply for Leave and My Approvals. The client may have access to any of them, depending on their interest



Fig.4 My Approvals

In the my approvals section, as soon as the leave form submitted leave status will be updated based on the form submission.

VI. CONCLUSION

An Application helps a staff member or an employee apply for an online leave and obtain approval from higher officials. An application should be constructed in such a way that it meets all the specifications defined by the client. There is no law that it should be designed using only the programming language, a lot of software is being developed, and ServiceNow is one of them.

Therefore, using this tool, this application provides an optimized solution, as leave status can be viewed directly by the staff.

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