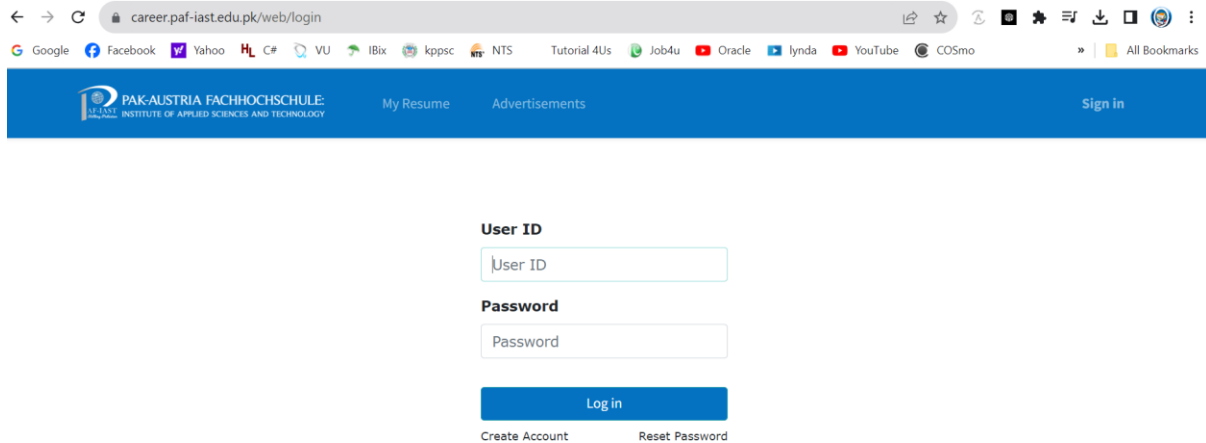


Step by step procedure to apply for leave:

1. **Log in to ERP:** Enter your credentials on login page.



career.paf-iasst.edu.pk/web/login

PAK-AUSTRIA FACHHOCHSCHULE: INSTITUTE OF APPLIED SCIENCES AND TECHNOLOGY

My Resume Advertisements Sign in

User ID

User ID

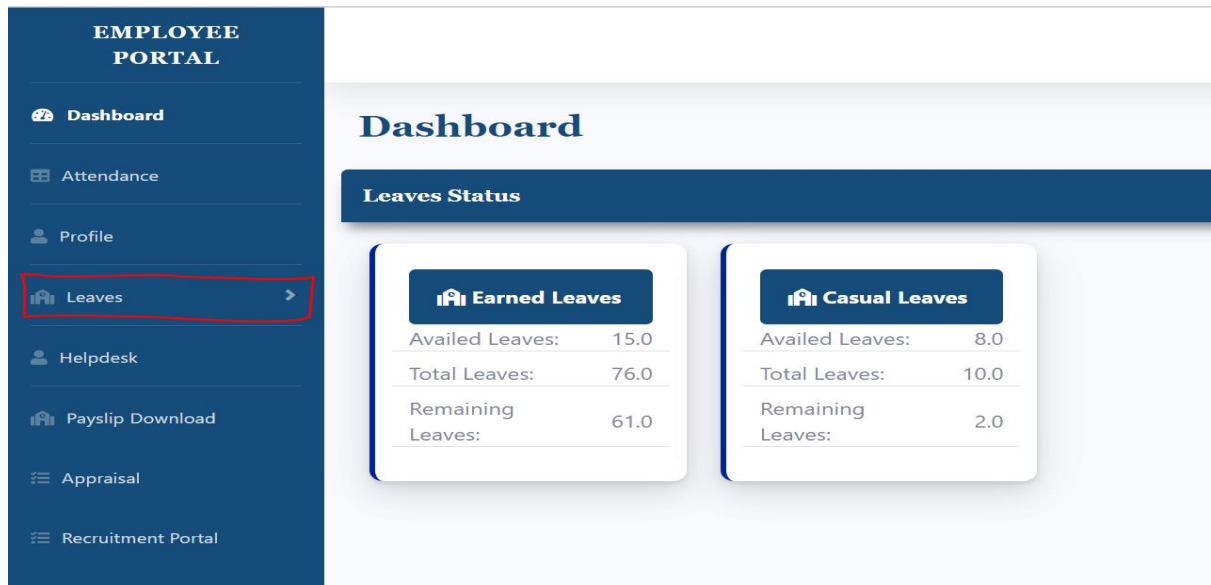
Password

Password

Log in

Create Account Reset Password

2. **Access Leave Module:** Click on the "Leaves" module on the dashboard.



EMPLOYEE PORTAL

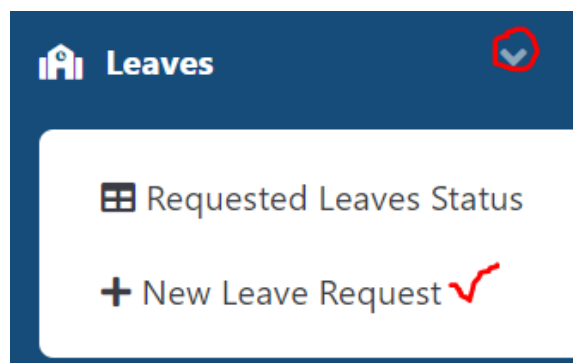
Dashboard Attendance Profile **Leaves** Helpdesk Payslip Download Appraisal Recruitment Portal

Dashboard

Leaves Status

Earned Leaves		Casual Leaves	
Availed Leaves:	15.0	Availed Leaves:	8.0
Total Leaves:	76.0	Total Leaves:	10.0
Remaining Leaves:	61.0	Remaining Leaves:	2.0

3. **Create Leave Request:** Select the option to create a new leave request.



Leaves

Requested Leaves Status

+ New Leave Request ✓

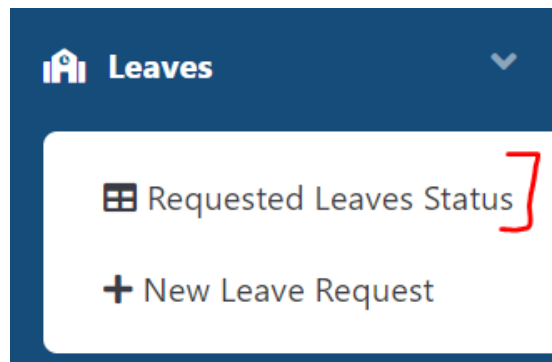
4. **Fill in Details:** Choose the leave type, add dates for start and end, and provide a brief reason.

The screenshot shows a leave request form with the following fields and annotations:

- Type Of Leave:** A dropdown menu with "Earned Leaves" selected. A red circle with the number "1" is around the dropdown arrow.
- Purpose of Leave:** A text input field with the placeholder "Enter Purpose Of Leave". A red circle with the number "2" is around the input field.
- Work Pending to be managed by next on duty:** A text input field with the placeholder "Enter Work Pending". A red circle with the number "3" is around the input field.
- Next On Duty Name:** A dropdown menu with "ASRB Office" selected. A red circle with the number "4" is around the dropdown arrow.
- Contact address during leave:** A text input field with the placeholder "Enter Contact Address During Leave:". A red circle with the number "5" is around the input field.
- Date From:** A date picker field with the placeholder "Dd/Mm/Yyyy". A red circle with the number "6" is around the input field.
- Date To:** A date picker field with the placeholder "Dd/Mm/Yyyy". A red circle with the number "7" is around the input field.
- File (Optional):** A file upload field with the placeholder "Choose File" and "No File Chosen". A red circle with the number "8" is around the "Choose File" button.
- Submit:** A blue button labeled "Submit".

5. **Submit Request:** Click the submit button to send your leave application for approval.

6. **Check for Approval:** Check your applied leaves status from Requested Leave status module.



Leave Request Status

Leave Request History

Show 10 entries

Search:

Leave Type	Date From	Date To	Duration (Days)	Status	Action
Casual Leaves	2023-10-16 00:00:00	2023-10-16 00:00:00	1	Approved	
Casual Leaves	2023-08-08 00:00:00	2023-08-08 00:00:00	1	Approved	
Casual Leaves	2023-07-31 00:00:00	2023-07-31 00:00:00	1	Approved	