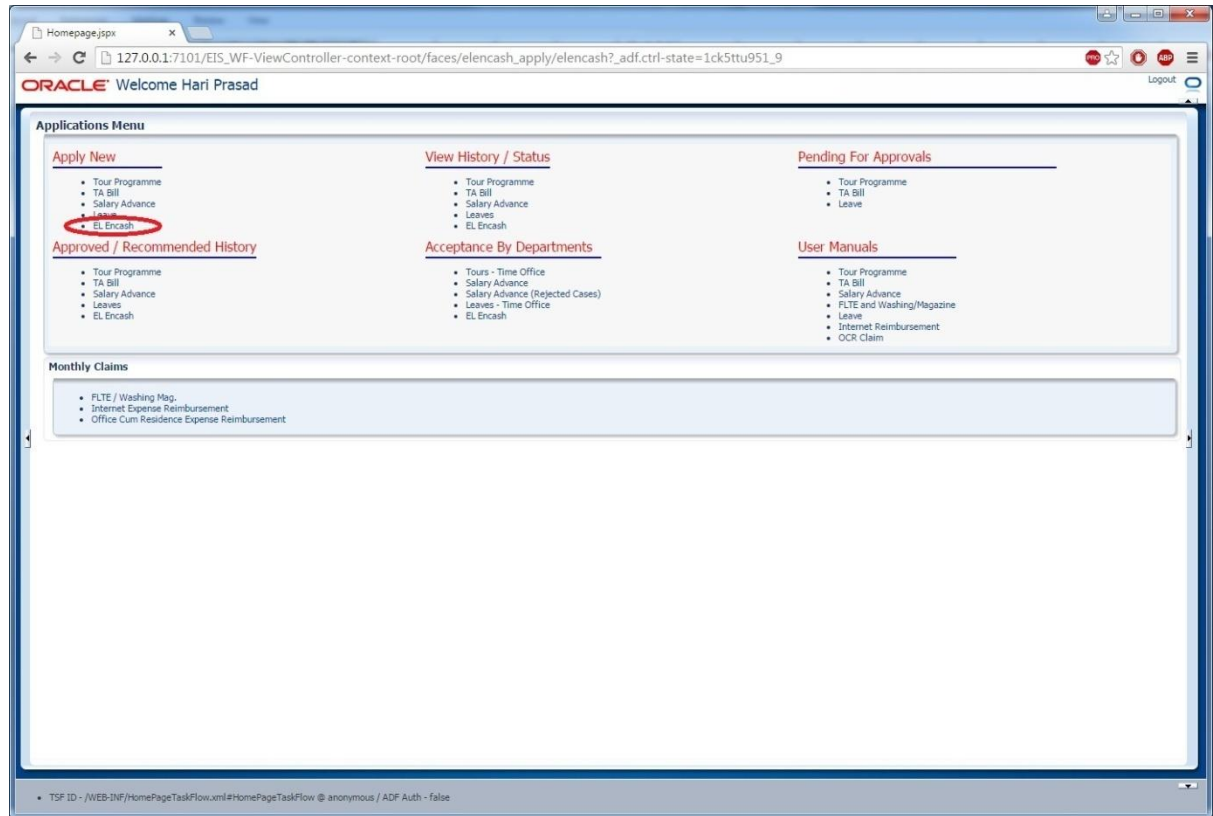


## Help Manual for Earned Leave Encashment Application:-

1. For Earned leave encashment application, click on the link “*EL Encash*” on the home page as shown below.



2. For applying encashment click on the link “EL Encash” in the “Apply New” section . A new form will open displaying the current Earned leave balance and the sum of basic and D.A. of the processed salary. The user needs to provide the number of Earned leaves to be encashed.

ORACLE Welcome Hari Prasad

**Indian Farmers Fertiliser Cooperative Limited**  
**Application For Grant Of Encashment Of Earned Leave**

Name : Hari Prasad    PersonalNo : 109128    Designation : Asstt. Mgr.(Systems)    Earned Leaves Balance : 229

Last Salary Paid Month April 2015  
EL Wage 66383.00

Application Date : 12/08/2015

Kindly accord sanction for encashment of Earned Leave . The details are given herein below :

No. of Earned Leaves to be Encashed : \*

Encashment Amount as per last drawn Salary :

I certify that

i) I am availing leave encashment after keeping a balance of 15 days of earned leave in my leave account.  
ii) I am availing leave encashment for the first/ second time in this calendar year.  
iii) I have completed one year's continuous service in IFFCO.

The total amount of encashment for the number of leaves applied will be displayed on the page.

ORACLE Welcome Hari Prasad

**Indian Farmers Fertiliser Cooperative Limited**  
**Application For Grant Of Encashment Of Earned Leave**

Name : Hari Prasad    PersonalNo : 109128    Designation : Asstt. Mgr.(Systems)    Earned Leaves Balance : 229

Last Salary Paid Month April 2015  
EL Wage 66383.00

Application Date : 12/08/2015

Kindly accord sanction for encashment of Earned Leave . The details are given herein below :

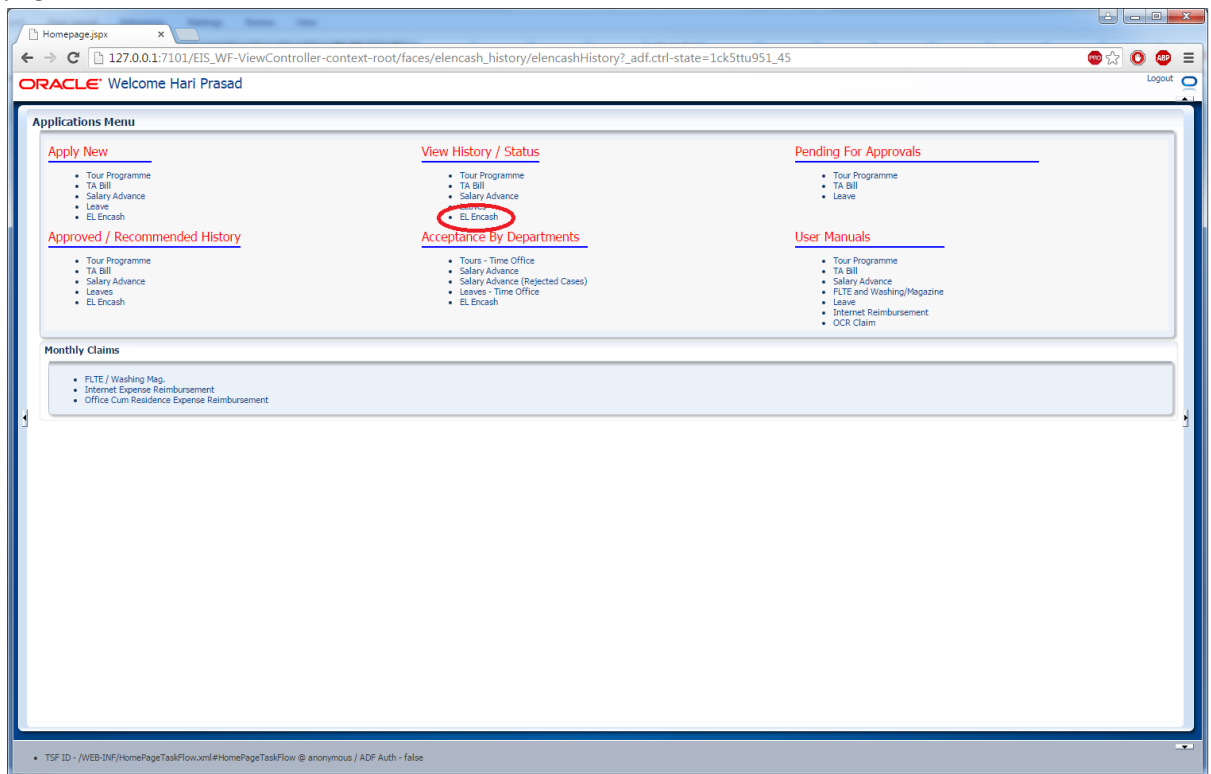
No. of Earned Leaves to be Encashed : \*

Encashment Amount as per last drawn Salary : 2553

I certify that

i) I am availing leave encashment after keeping a balance of 15 days of earned leave in my leave account.  
ii) I am availing leave encashment for the first/ second time in this calendar year.  
iii) I have completed one year's continuous service in IFFCO.

3. The users can view the applied history by clicking on the “View History/Status” on the home page.



elencashHistory.jsf

127.0.0.1:7101/EIS\_WF-ViewController-context-root/faces/HomePageTaskFlow/HomePage?.adf.ctrl-state=1ck5ttu951\_6

ORACLE Welcome Hari Prasad

### History of Applied Earned Leaves Encashment

Document NO	Unit Name	Personal No.	Name	Designation	Application Date	No. of Days Encashed	Applied Amount	EL Wage when Applied	Status	Accepted By P No.	Accepted By	Accepted Date
5	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	10/08/2015	50	127659	66382	Approved			
4	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	10/08/2015	50	127659	66382	Accepted	109128	HARI PRASAD	10/08/2015
3	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	08/08/2015	100	255319	66382	Returned	109128	HARI PRASAD	10/08/2015
2	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	08/08/2015	100	255319	66382	Rejected	109128	HARI PRASAD	08/08/2015
1	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	08/08/2015	100	255319	66382	Returned	109128	HARI PRASAD	08/08/2015

TSF ID - /WEB-INF/elencash/elencash\_history.xml#elencash\_history @ anonymous / ADF Auth - false

- Processing of Application by Accounts Personal: - For processing the applications the accounts user will need to click on the link "EL Encash" in the Acceptance by Department section. All the pending applications will be displayed; accounts user can also search for application by filtering the application on basis of personal number or year month or both. For processing the applications the user needs to select the desired applications and then press "Accept Selected Records" button. The user can select multiple records for processing in a single go. For selection of multiple records user can use the ctrl key along with the down arrow on the key board.

elencashProc.jsf

127.0.0.1:7101/EIS\_WF-ViewController-context-root/faces/HomePageTaskFlow/HomePage?.adf.ctrl-state=1ck5ttu951\_6

ORACLE Welcome Hari Prasad

Home Page Logout

### EL Encashment Available to Process

- Table below shows the EL Encashment applications pending for approval.
- Please select the records to be approved and click on Accept Selected button.
- For selecting multiple records, select multiple records by using ctrl key on keyboard and press down arrow.

Search

Personal No

Search

Accept Selected Reject Selected

Document Sr. No.	UnitCode	Document Code	Applicant Personal No.	Applicant Name	Applicant Designation	Document Status	Application Type	Application Date	Days Encashed	Applied Amount	EL Wage when Applied	Remarks
5	1	18	109128	HARI PRASAD	1838	3	N	8/10/2015	50	127659	66383	

TSP ID - /WEB-INF/elencash/efelencash\_process.xml#elencash\_process @ anonymous / ADF Auth - false

elencashProc.jsf

127.0.0.1:7101/EIS\_WF-ViewController-context-root/faces/HomePageTaskFlow/HomePage?.adf.ctrl-state=1ck5ttu951\_6

ORACLE Welcome Hari Prasad

Home Page Logout

### EL Encashment Available to Process

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Search

Personal No

Search

Accept Selected Reject Selected

Document Sr. No.	UnitCode	Document Code	Applicant Personal No.	Applicant Name	Applicant Designation	Document Status	Application Type	Application Date	Days Encashed	Applied Amount	EL Wage when Applied	Remarks
6	1	18	109128	HARI PRASAD	1838	3	N	8/10/2015	100	255319	66383	
5	1	18	109128	HARI PRASAD	1838	3	N	8/10/2015	50	127659	66383	

TSP ID - /WEB-INF/elencash/efelencash\_process.xml#elencash\_process @ anonymous / ADF Auth - false

- For viewing the history of applications processed by accounts the accounts user can use the link "EL encash" in **the Approved / Recommended History** section provided on Earned Leave Encashment home page. A page displaying all the applications history will be displayed.

elencashprochistory.jsf

127.0.0.1:7101/EIS\_WF-ViewController-context-root/faces/HomePageTaskFlow/HomePage?.adf.ctrl-state=1ck5ttu951\_6

ORACLE Welcome Hari Prasad Home Page Logout

### Processed Earned Leave Encashment History

Document Sr. No.	Unit Code	Name	Personal No.	Designation	Application Date	Application Type	Document Status	Days Encashed	Applied Amount	EL Wage when Applied	Accepted Date	Accepted By	Accepted
4	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/10/2015	New	Accepted	50	127659	66383	8/10/2015	109128	HARI
3	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/8/2015	New	Returned	100	255319	66383	8/10/2015	109128	HARI
2	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/8/2015	New	Rejected	100	255319	66383	8/8/2015	109128	HARI
1	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/8/2015	New	Returned	100	255319	66383	8/8/2015	109128	HARI

TSF ID - /WEB-INF/elencash/elf/elencash\_process\_history.xml#elencash\_process\_history @ anonymous / ADF Auth - false