User Manual for
i-Connect
and new
Employee Leave Management System
Indian Institute of Technology, Roorkee

Enter the given domain name in the address bar of the browser.
https://www.iconnect.iitr.ac.in

Login Page
User can login to i-Connect after entered the credentials.

Click to Register for new user

If the user wants to retrieve their own user credentials via email, kindly click on Forgot UserID/Password

Registration

Emp No
[   ] [Check User ID]

Name
[   ]

Department
[   ]

Mobile No
[   ]

IITR Email Id
[   ]

User Id
[   ]

Password
[   ]

Confirm Password
[   ]

7 6 1 2 ↻

Enter Captcha:
[   ]

[Create User] [Home]

Registration Page
Step-1
Users have to enter their own employee number and check whether the user already exists or not.

Step-2
Users can make their own User ID of their choice and click on "create user" button after entering the correct captcha.

Step-3
After Step-II, user will receive verification email on the registered email id and Click on Received Link for activation of account.
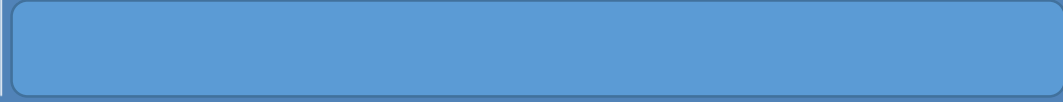
We connect with...

Finance & Account
PORTAL

SRIC
PORTAL

Employee Leave
Management System
PORTAL

i-Connect Home Page

On the home page, users can access the portals with only one user credential.

Employee Leave Management System
Indian Institute of Technology Roorkee

@ELMS (Version 1.0)

- Dashboard
- Back to I-Connect
- Logout

Leave Dashboard

Leave Balances:

S.No	Leave Details	Opening Balance	Used Qty	Closing Balance
1	Casual Leave	8	3	5
2	Earned Leave	225	3	222
3	Half Pay Leave	110	0	110
4	Out of Station Leave	0	0	0
5	Project Leave	0	0	0
6	Special Casual Leave	15	0	15

Leave Transactions:

	S.No	Txn No	Txn Date	Leave Detail	Start Date	End Date	Leave Days	Sta
Preview	1	109	5/30/2023 5:31:32 PM	Earned Leave	09-Jun-2023	09-Jun-2023	1	Ap
Preview	2	108	5/30/2023 9:56:29 AM	Earned Leave	01-Jun-2023	01-Jun-2023	1	Cr
Preview	3	106	5/27/2023 12:49:05 PM	Earned Leave	08-Jun-2023	08-Jun-2023	1	Ap
Preview	4	103	5/27/2023 12:40:49 PM	Casual Leave	31-May-2023	31-May-2023	1	Cr

Apply for leave

Export to Excel

Employee Leave Management System
After entering the ELMS, the user can see their own leave balance on the left table.
Click on the "Apply for leave" button for apply new leave.

There are two steps to applying for new leave.
Step 1: Enter all information and create a leave.
Step 2: Send to the approval authority after completing Step 1.

Apply for New Leave (Step-1)

Select Leave Type	--Select-- ▼
	☐ Leave used for LTC
Start Date	dd-MMM-yyyy 📅
End Date	dd-MMM-yyyy 📅
Leave Days	[ ] **Calculate Leave**
Leave Reason	[ ]
Local Address	[ ]
Contact Details	[ ]
Alternate Mobile No	[ ]

Search Substitute Employee

Substitute Employee-I	[ ] [ ]
Substitute Employee-II	[ ] [ ]

☐ Out of station (if any)

Remarks	[ ]
Document upload	Choose File	No file chosen

8237 🔄

Enter Captcha:

[ ]

Create Leave **Clear** **Back to Leave Dashboard** **Holiday List**

According to their requirements, the user can select the leave.

Select the period of leave, then calculate the leave.

Click for the substitute during the leave period. The user can also search for their own substitute by employee number and name.

Substitute 1 is mandatory.

Check the check box if the user will go out of station. This is optional.

Submit for Approval (Step-2)

	S.No	Txn No	Txn Date	Leave Detail	Start Date	End Date	Leave Days	Status
Select	1	107	27-May-2023 01:05:18	Casual Leave	07-Jun-2023	07-Jun-2023	0.5	Created
Select	2	105	27-May-2023 12:05:39	Earned Leave	29-May-2023	29-May-2023	1	Created

Txn No

    107

Leave Detail

    Casual Leave

Leave Days

    0.5

☐ I here by agree that the above entered information is as per the Leave rules & regulations.

Submit for Approval

In Step 2, the user has to select the newly created leave and send it to the approval authority for approval.

Employee Leave Management System
Indian Institute of Technology Roorkee

@ELMS (Version 1.0)

- Dashboard
- Back to I-Connect
- Logout

Leave Dashboard

Leave Balances:

S.No	Leave Details	Opening Balance	Used Qty	Closing Balance
1	Casual Leave	8	3	5
2	Earned Leave	225	3	222
3	Half Pay Leave	110	0	110
4	Out of Station Leave	0	0	0
5	Project Leave	0	0	0
6	Special Casual Leave	15	0	15

Leave Transactions:

	S.No	Txn No	Txn Date	Leave Detail	Start Date	End Date	Leave Days	Sta
Preview	1	109	5/30/2023 5:31:32 PM	Earned Leave	09-Jun-2023	09-Jun-2023	1	Ap
Preview	2	108	5/30/2023 9:56:29 AM	Earned Leave	01-Jun-2023	01-Jun-2023	1	Cr
Preview	3	106	5/27/2023 12:49:05 PM	Earned Leave	08-Jun-2023	08-Jun-2023	1	Ap
Preview	4	103	5/27/2023 12:40:49 PM	Casual Leave	31-May-2023	31-May-2023	1	Cr

Apply for leave

Export to Excel

The user can view all applied and created leaves in this table, see the preview, or take a print or pdf.

Employee Leave Management System
Indian Institute of Technology Roorkee

@ELMS (Version 1.0)

- Dashboard

Back to I-Connect

Logout

Leave Dashboard

Leave Balances:

S.No	Leave Details	Opening Balance	Used Qty	Closing Balance
1	Casual Leave	6	1.5	4.5
2	Earned Leave	304	1	303
3	Half Pay Leave	474	0	474
4	Project Leave	0	0	0
5	Special Casual Leave	15	0	15
6	Vacation Leave	0	0	0

Leave Transactions:

	S.No	Txn No	Txn Date	Leave Detail	Start Date	End Date	Leave Days	Status
Preview	1	107	5/27/2023 1:32:18 PM	Casual Leave	07-Jun-2023	07-Jun-2023	0.5	Create
Preview	2	105	5/27/2023 12:46:39 PM	Earned Leave	29-May-2023	29-May-2023	1	Create

Apply for leave **Approvals**   **Export to Excel**

If the user has approval authority, the "Approvals" button will show automatically on their home page.

Approvals

Pending for Approvals   **Approved**

☑	S.No	Action	Remarks	Txn No	Txn Date	emp No	empName	Leave Detail	Start Date	End Date
☑	1	Not Approved ▾		109	30-May-2023 05:05:32					
☑	2	Not Approved ▾		106	27-May-2023 12:05:05					
☑	3	Not Approved ▾		102	27-May-2023 11:05:04					

After clicking on the approval button, the user moved to the approval page. Users can approve or reject the application with a reason.

☐ I agree

Approve/Reject   **Back to Leave Dashboard**

Thank You