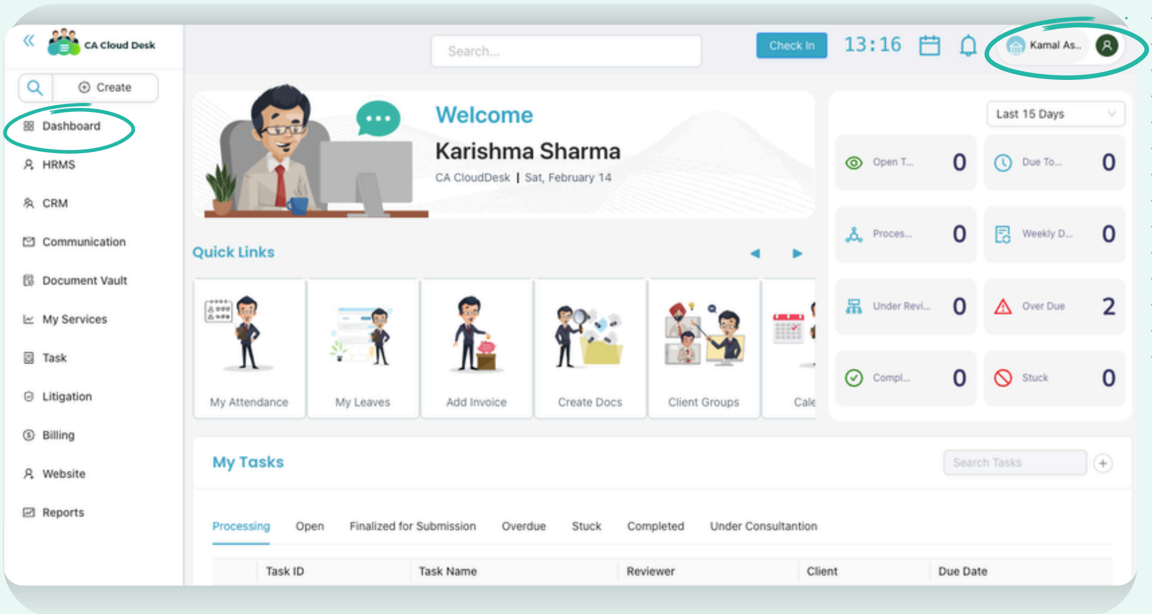
Allocate Leaves To Employees

CA CloudDesk

Part A

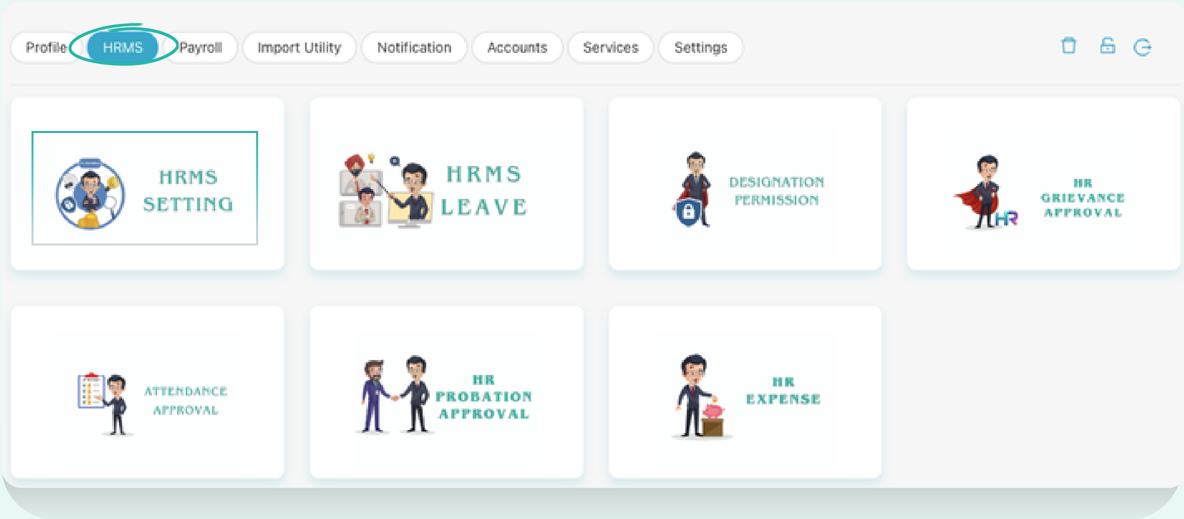
Step 1: Go to Dashboard, then select Profile

From the main Dashboard, click your profile icon from the top-right corner of the header to open your profile area.



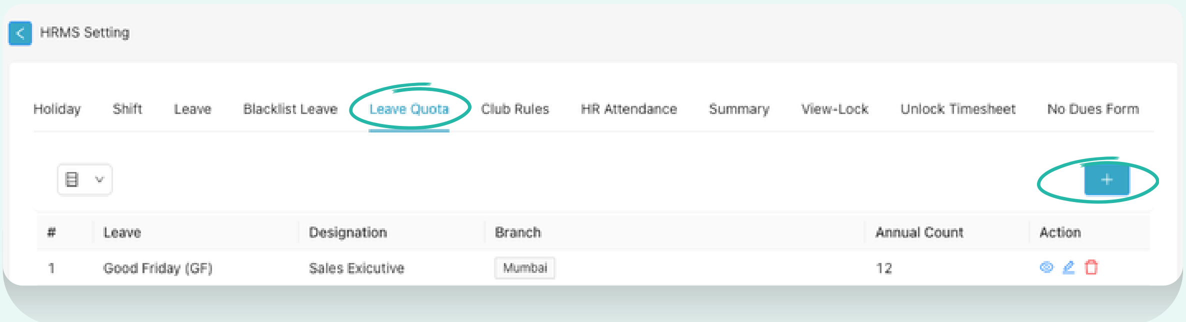
Step 2: Select HRMS, then HRMS Setting

- In the left navigation sidebar, click HRMS.
- On the HRMS page, use the top tabs and select HRMS Setting .



Step 3: Select Leave Quota

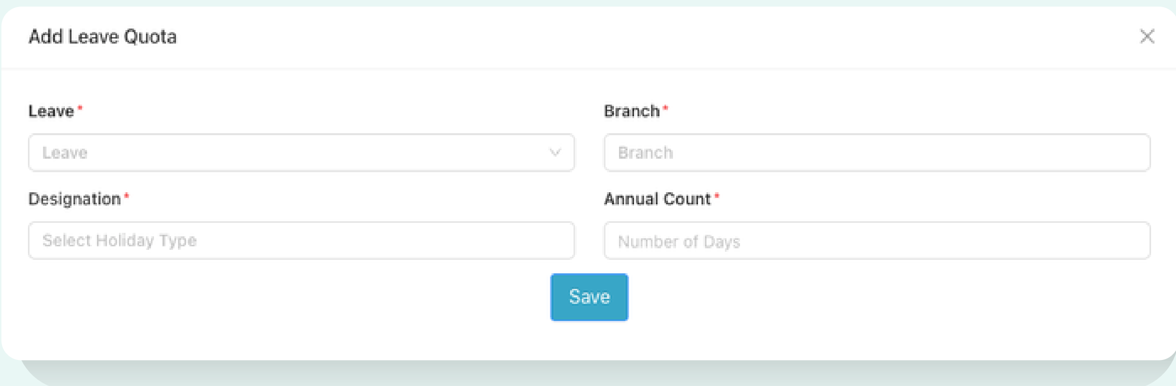
Select Leave Quota, then click the + (plus) icon to add a new leave quota.



Step 4: Add Leave Quota

Fill Leave type, Branch, Designation, and Annual count, then click Save.

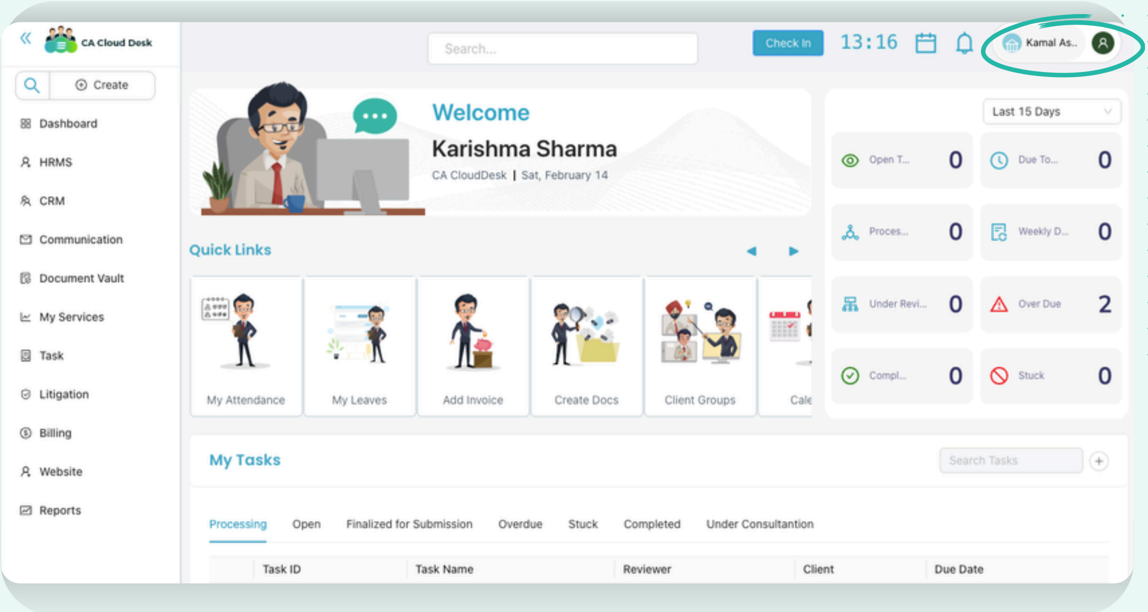
Leave quota setting created successfully.



Part B

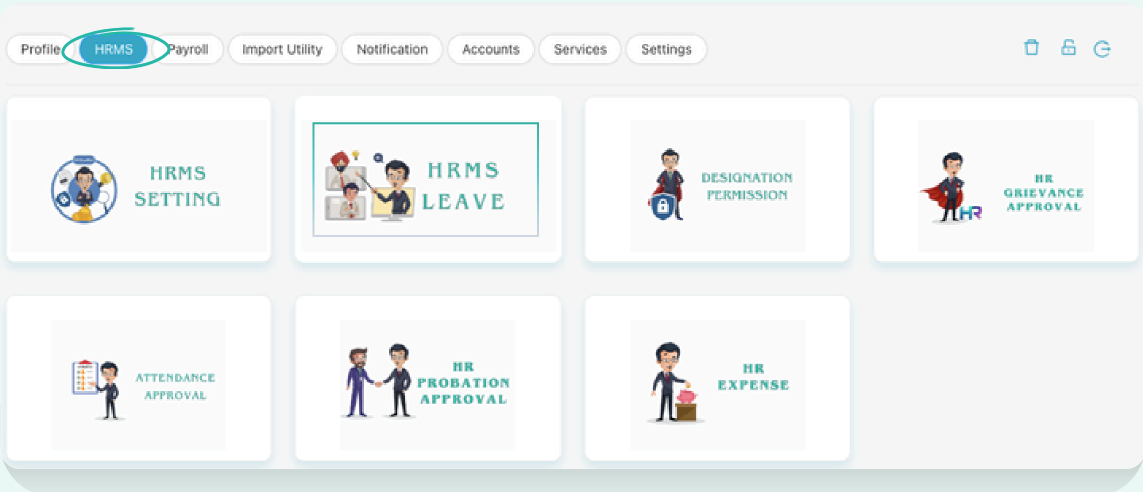
Step 1: Go to Dashboard, then select Profile

From the main Dashboard, click your profile icon from the top-right corner of the header to open your profile area.



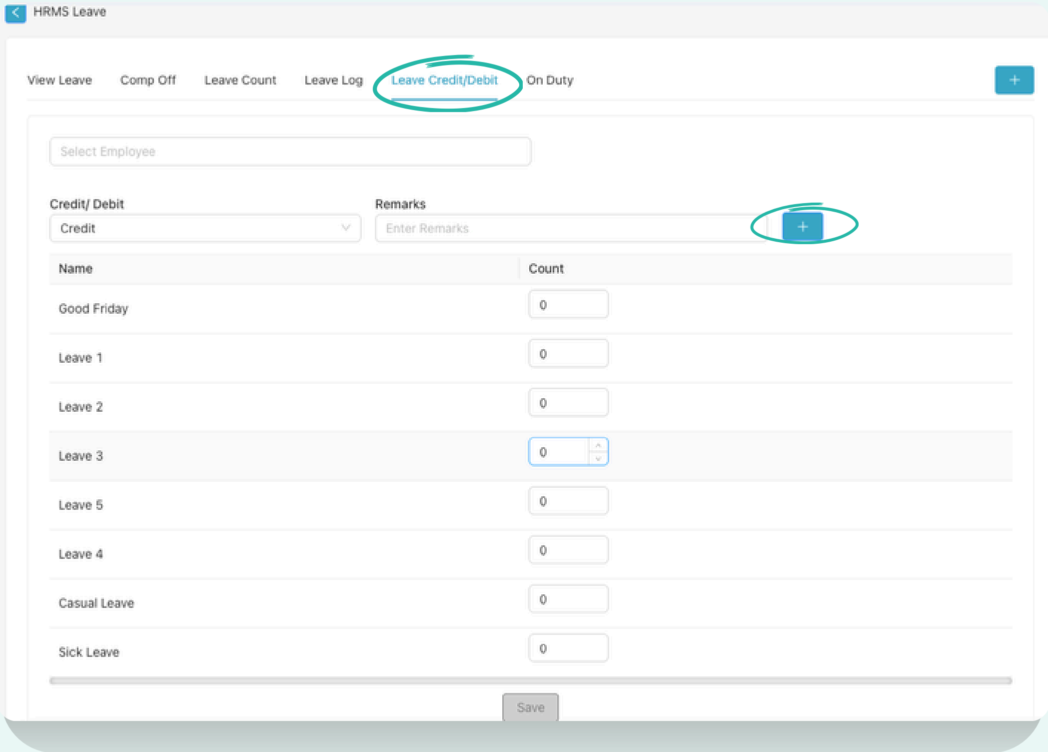
Step 2: Select HRMS, then select HRMS Leave

Select HRMS, then select HRMS Leave



Step 3: Select HRMS Leave, then select Leave Credit/Debit

Select Leave Credit/Debit and then + icon



Step 4: Upload Your Sample Excel File

Click to upload your prepared Excel file,Enter Remarks (if required), then click Save.Leave allocations applied in bulk according to your uploaded file.