



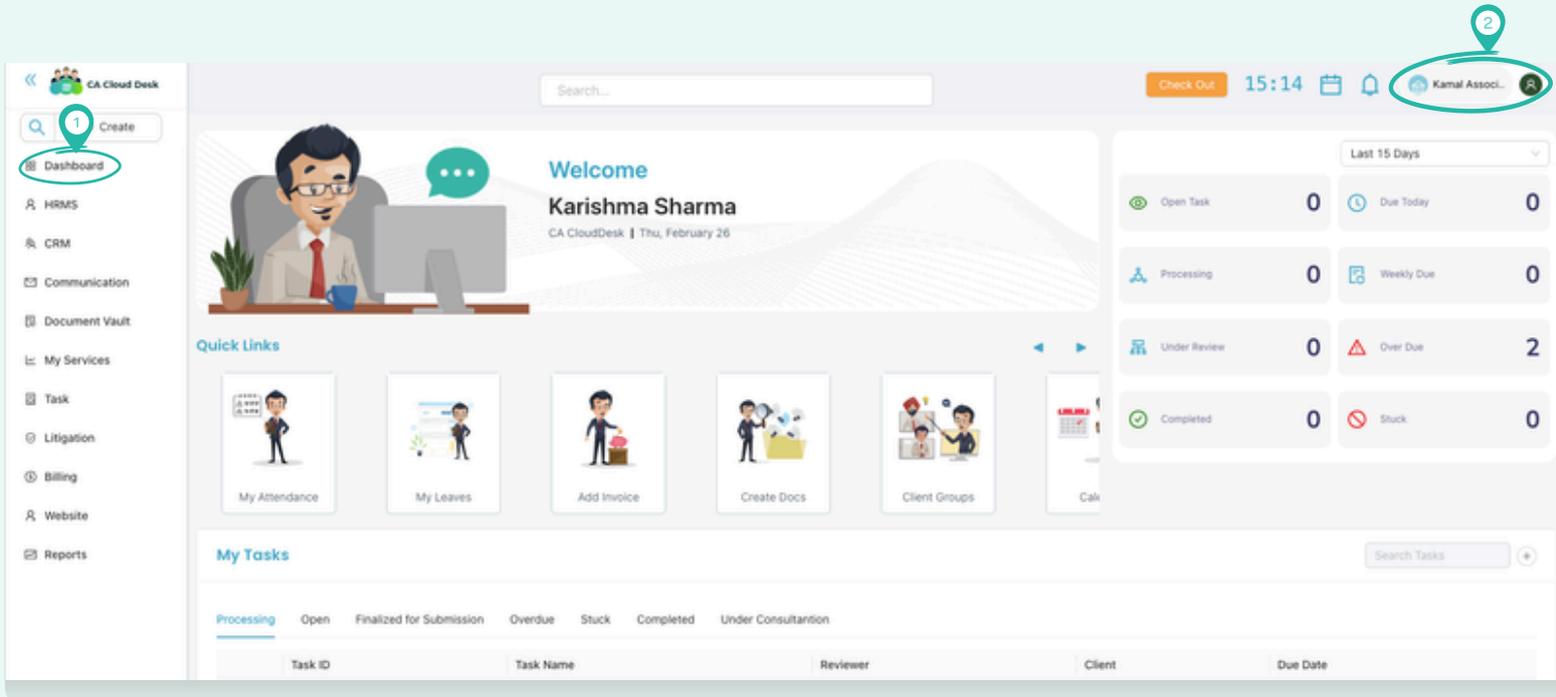
HR Grievance Approval

CA CloudDesk



Step 1: Go to Dashboard

From the left navigation, click Dashboard so that you are on the main dashboard view.



The screenshot shows the CA CloudDesk dashboard interface. On the left sidebar, the 'Dashboard' link is highlighted with a green circle and the number '1'. In the top right corner, the user profile icon is highlighted with a green circle and the number '2'. The dashboard content includes a search bar, a 'Check Out' button, the time '15:14', and a notification bell. The main area features a welcome message for 'Karishma Sharma' and a 'Quick Links' section with icons for 'My Attendance', 'My Leaves', 'Add Invoice', 'Create Docs', and 'Client Groups'. A 'My Tasks' section is visible at the bottom, showing a table with columns for Task ID, Task Name, Reviewer, Client, and Due Date.



1 Click on Dashboard.

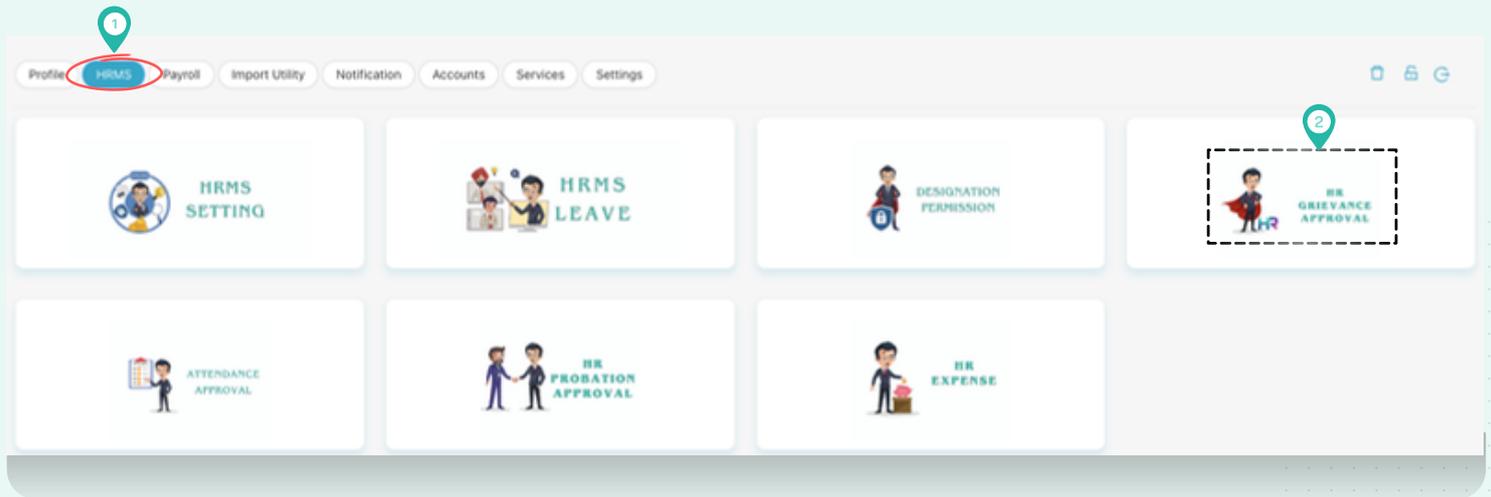
2 Click on Profile Settings.

Step 2: Select profile settings

In the top-right corner, click your profile name or the person icon.

Step 3: Select HRMS, then HR Grievance Approval.

In profile settings, click HRMS in the top navigation. On the HR Desk screen, click the HR GRIEVANCE APPROVAL .



- 1 Click on HRMS
- 2 Click on HR Grievance Approval .

Step 4: HR Grievance screen

The HR Grievance screen opens with two tabs: Pending Grievance and Approve/Reject Grievance. Use the sections below to work with each tab.

HR Grievance

Pending Grievance Approve/Reject Grievance

Select Employee

#	Date	Grievance ID	Apply Date	Partner	Grievance Detail	Grievance Type	Less Work	Uploaded File	Status	Action
1	03/09/2025	257	03/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject
2	01/09/2025	255	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject
3	01/09/2025	254	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject
4	01/09/2025	253	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject

1 of 1 4/4

a. Pending Grievance

- In the Pending Grievance tab, HR can approve or reject each grievance.
- Use Select Employee to filter the list.
- The table shows grievance details; for each row you can click Approve (green) or Reject (red).



Approve

HR Grievance

Pending Grievance Approve/Reject Grievance

Select Employee

#	Date	Grievance ID	Apply Date	Partner	Grievance Detail	Grievance Type	Less Work	Uploaded File	Status	Action
1	03/09/2025	257	03/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject
2	01/09/2025	255	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject
3	01/09/2025	254	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject
4	01/09/2025	253	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	--	--	Approved	Approve Reject

Remark Detail

Punch Correction Date: 12/02/2025

Attendance Status:

Remark:

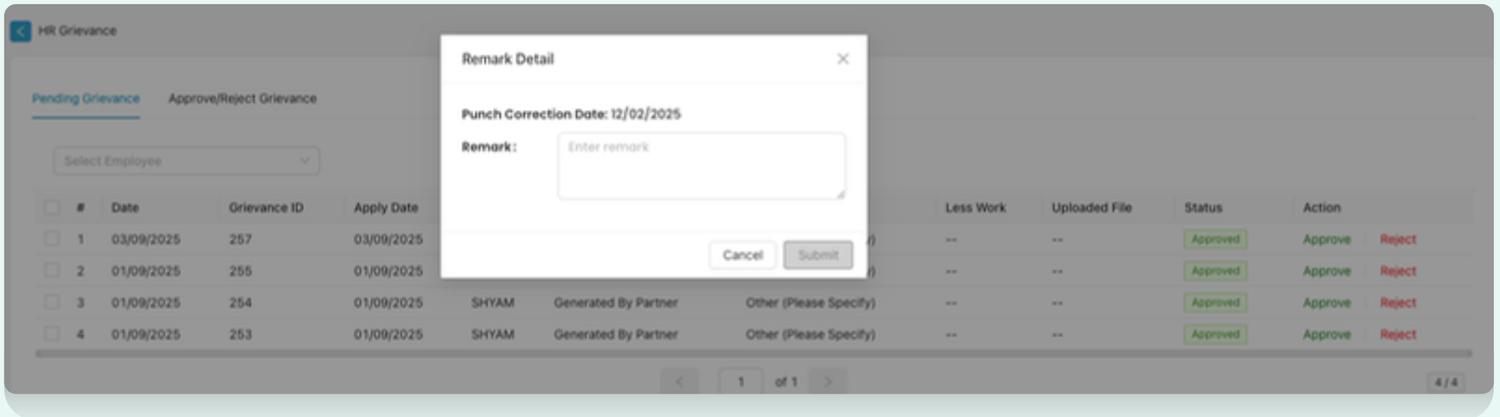
Cancel Submit

1 of 1 4/4



When you click Approve or Reject, a Remark Detail pop-up opens. You may see fields such as Punch Correction Date and Attendance Status (for punch-related grievances). Enter your Remark in the text area, then click Submit to confirm or Cancel to close without saving.

Reject



The screenshot shows the 'HR Grievance' interface with a 'Remark Detail' pop-up window. The pop-up window contains the following information:

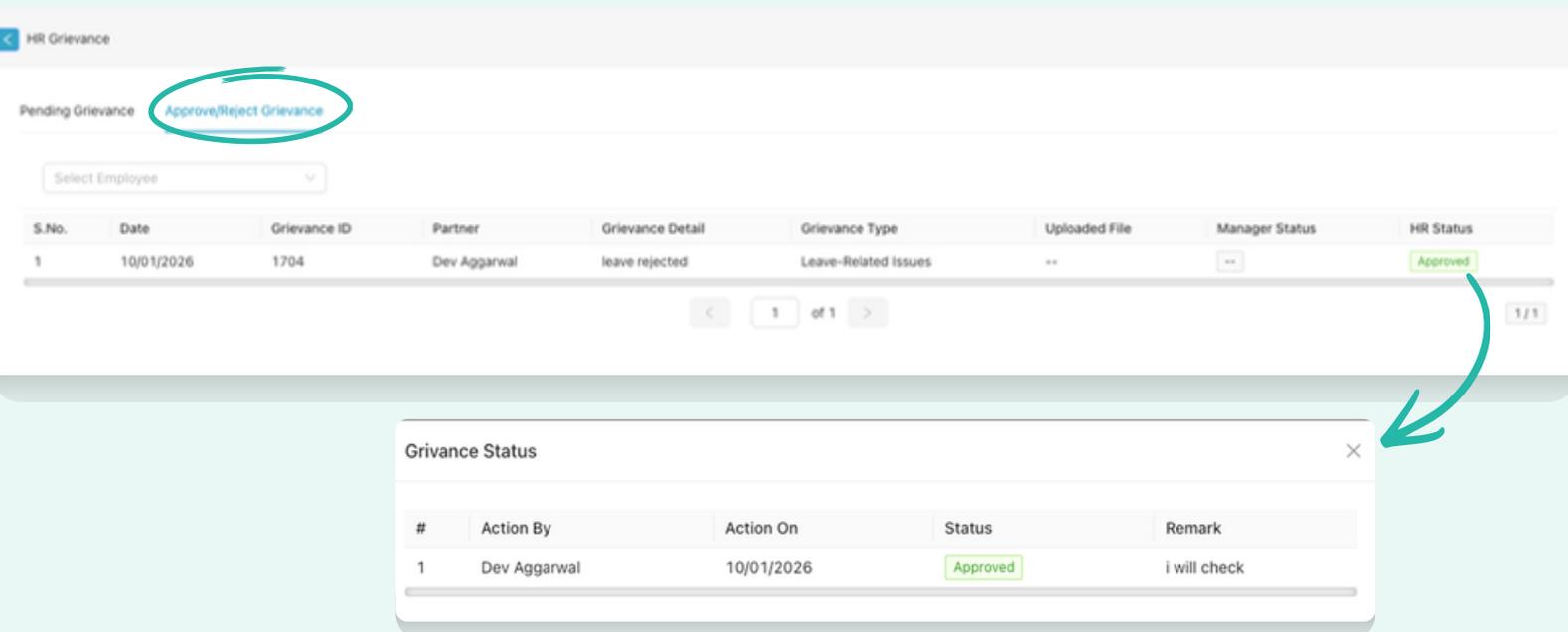
- Punch Correction Date: 12/02/2025
- Remark:
- Buttons: Cancel, Submit

The background table shows the following data:

#	Date	Grievance ID	Apply Date	Less Work	Uploaded File	Status	Action
1	03/09/2025	257	03/09/2025	--	--	Approved	Approve Reject
2	01/09/2025	255	01/09/2025	--	--	Approved	Approve Reject
3	01/09/2025	254	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	-- -- Approved Approve Reject
4	01/09/2025	253	01/09/2025	SHYAM	Generated By Partner	Other (Please Specify)	-- -- Approved Approve Reject

b. Approve / Reject Grievance.

- The Approve/Reject Grievance tab shows the HR grievance status for all processed grievances.
- Use Select Employee to filter.
- You can see who took action, when, and the final status.
- Clicking an HR Status value (e.g. Approved) opens a Grievance Status pop-up with action history (Action By, Action On, Status, Remark).



The screenshot shows the 'HR Grievance' interface with the 'Approve/Reject Grievance' tab selected. The table below shows the data for the selected grievance:

S.No.	Date	Grievance ID	Partner	Grievance Detail	Grievance Type	Uploaded File	Manager Status	HR Status
1	10/01/2026	1704	Dev Aggarwal	leave rejected	Leave-Related Issues	--	--	Approved

The 'Grievance Status' pop-up window shows the following data:

#	Action By	Action On	Status	Remark
1	Dev Aggarwal	10/01/2026	Approved	i will check

